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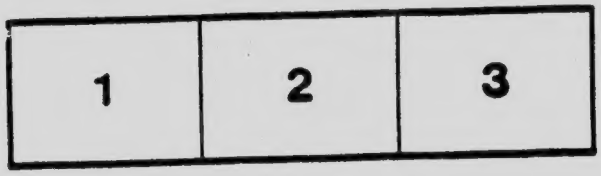

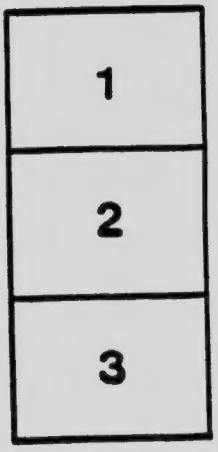

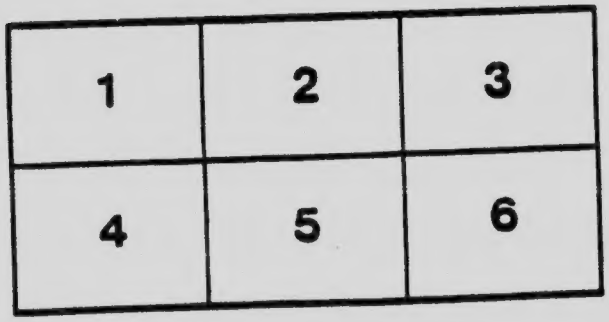

Donald A. Bell

SETS

IN

EVERYDAY BOOK-KEEPING

BY

ARTHUR S. LAING

ST. CATHARINES COLLEGIATE INSTITUTE

PRICE, 25 CENTS

TORONTO

THE COPP, CLARK COMPANY, LIMITED

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PREFACE

In presenting these sets in book-keeping and business practice to the consideration of his fellow teachers, the author does so feeling that they may help to fill a long-felt want in the teaching of Commercial work in the High School and Collegiate Institute.

They have been prepared with the special object of giving the pupils a practical acquaintance with the general principles of book-keeping, and, at the same time, to instil that feeling of self-reliance and self-confidence so essential to the student when he leaves the class-room and takes up practical office work.

This object is best attained by placing the sets in the hands of the pupils, thereby using the time and energy in class and individual instruction that was formerly spent in dictating similar work to the classes.

BOOKS OF REFERENCE.

Practical Business Book-keeping and Practice.....*Sadler & Rowe.*
Be your own Lawyer.....*[illegible]ger.*
Manual for Accountants.....*[illegible]ldis.*

NOTES.

In working these and other sets the teacher will find it advisable to use separate blank books, which can be easily made by having heavy manilla covers printed with the name of each book, and having the pupils put in each the necessary amount of ruled paper.

The price lists may be used as the teacher wishes; by using a new one each year or by giving different pupils a separate list.

SETS IN EVERYDAY BOOK-KEEPING.

PART I.—SET I.

The first five sets form one complete set, in which the Journal-Day Book and Ledger are to be used. After each set is journalized, it will then be posted, a Trial Balance taken off, the Ledger closed, and the balances and inventories brought below the ruling preparatory to working the next set. The particular purposes of these sets are to—

(1) Familiarize the pupil with the journalizing rules;
(2) Posting from the Journal to the Ledger;
(3) Closing the Ledger, leaving it ready for the next month's business without opening new accounts for each set.

SET I (a).

Accounts—Capital, Cash and Mdse.

BUSINESS MEMORANDA.

NOTE.—Put place and date at the top of each page of your Journal.

Jan. 1. J. B. Williams began business, investing cash, $3,000. Bought Mdse. for cash, $500. Sold Mdse. for cash, $155.

2. Bought Mdse. for cash, $750. Sold Mdse. for cash, $570. Bought Mdse. for cash, $110.75. Received cash for Mdse., $480.50.

4. Paid cash for Mdse., $75. Received cash for Mdse., $600.

5. Paid cash for Mdse., $150. Received cash for Mdse., $310.

6. Bought Mdse. for cash, $385.50. Sold Mdse. for cash, $250.

Inventory.

Mdse. on hand $125 00

SET I (b).

New Accounts—Property Accounts and Expense.

BUSINESS MEMORANDA.

Jan. 8. Bought Mdse. for cash, $48.75. Bought House, and Lot, 89 Queen St. for cash, $1,500.

9. Sold Mdse. for cash, $123.25. Paid for repairs on Queen St. Property, $15.60.

10. Paid rent of store with cash, $50. Sold Mdse. for cash, $38.75.
11. Bought Mdse. for Cash, $425.90. Bought set of books for store, $19.50.
12. Received cash for bill of Mdse. sold E. Wilson, $325. Paid insurance, $10.80, and taxes, $38.15, on Queen St. Property.
13. Received rent from Queen St. Property, $21.85. Bought Mdse. for cash of J. Grant, $290.
15. Paid for pavement Queen St. Property, $20.70. Sold Mdse. for cash, $380. Paid bill of advertising, $4.25.

Inventories.

Mdse. on hand	$ 250.00
Queen St. Property	1,550 00

SET I (c).

New Accounts—Personal Accounts.

BUSINESS MEMORANDA.

Jan. 16. Sold Jas. J. Hill, on acct, Mdse. as per bill, $222.50. Paid for stamps and stationery, $1.25.
17. Bought Mdse. of Wm. Cleveland, on acct., $395.50. Sold Mdse for cash, $125.82.
18. Sold Wm. King Mdse., on acct., $182.75. Received from Jas. J. Hill cash, on acct., $100.
19. Paid for painting Queen St. Property, $33.75. Bought of George Curtis & Co., on acct., Mdse., $550.
20. Sold H. Kennedy Mdse., on acct., $425.45. Paid cash to Wm. Cleveland, $175.50.
22. Sold B. R. Hart Mdse., on acct., $39.78. Received from Jas. J. Hill cash, on acct, $122.50.
23. Paid C. Curtis & Co. cash, on acct., $250.
24. B. R Hart returned part of Mdse. bought on the 22nd, $2.80. Received rent from Queen St. Property, $12.
27. Bought Mdse. of Wm. Cleveland, on acct., $275.10.
29. Received cash from H. Kennedy, on acct., $285.25.

NOTE.—Do not close the personal accounts. Only Loss and Gain accounts should be closed. (For convenience, Cash account is generally closed and the balance brought below the ruling.)

Inventories.

Mdse. on hand	$ 425 00
Queen St. Property	1,540 00

SET I (d).

New Accounts—Bills Receivable and Bills Payable.

BUSINESS MEMORANDA.

NOTE.—Do not close Bills Receivable and Bills Payable accounts. Treat in the same way as personal accounts.

Feb. 1. Sold Mdse. to H. James on note at 12 days, $125. Received note at 10 days from W. King, on acct., $182.75.
2. Bought Mdse. of R. Beatty & Co. on note at 5 days, $275.
3. Sold Mdse. for cash, $158.90.
5. Sold Mdse. to H. C. Roberts, on acct., $385.50.
6. Paid for repairs to Queen St. Property, $10.58.
7. Gave George Curtis & Co. our note at 15 days, on acct., $300. Bought of Rice Lewis & Son, on acct., Mdse., $150.
10. Paid cash to R. Beatty & Co. for note due to-day, $275.
11. Received cash from H. C. Roberts, on acct., $125.
12. Accepted draft at 10 days from Rice Lewis & Son in favor of themselves, on acct., $75.
13. Paid Wm. Cleveland cash, on acct., $290
14. Received cash from Wm. King for note due to-day, $182.75. Bought Mdse. for cash, $25.25.
16. Received cash from H. James for note due to-day, $125. Paid for rent, $50. Janitor's services, $20.
17. Gave Wm. Cleveland our note at 30 days, in full of acct., $205.10.
18. Bought Mdse. of Henry Charles, on acct., $315.
20. Sold Mdse. for cash, $180.95.
21. Accepted draft at 10 days from Henry Charles for Mdse. bought on the 18th, $315.
25. Paid acceptance in favor of Rice Lewis & Son with cash, $75. Paid note in favor of G. Curtis & Co. with cash, $300.
27. Sold Mdse. for cash, $115.50.
28. Sold Mdse. to Wm. H. Arnold for note at 60 days, $292.

Inventories.

Mdse	$ 150 00
Queen St. Property	1,575 00

SET I (e).

New Accounts—Interest and Discount.

BUSINESS MEMORANDA.

Mar. 1. Bought Mdse. of Wm. King, on acct., $1,375 Received from B. R. Hart his draft at 30 days on Mills & Co., in full of acct., $36.98.

interest & discount are both a use of money interest use of money after money is due
discount is the use of money before the money is due since both are the same one only

2. Sold E. F. Mason & Co. Mdse., on acct., $310.73. Paid sundry expenses, $9.75. Sold Mdse. for cash, $95.80.
3. Received from H. C. Roberts his note at 10 days, in full of acct., $260.50. Paid clerk's salary, $25.
4. Paid our note in favor of Wm. Cleveland: Discount, 63 cts.; face of note, $205.10. Received note at 5 days from E. F. Mason & Co., on acct., $150, with interest 6%.
5. Accepted a draft at 30 days from Rice Lewis & Son in favor of Bank of Toronto for $75. Paid water rates, $8.10. Cash sales, $173.15.
6. Paid our acceptance due to-day, $315, with cash. Accepted a draft at 12 days by Wm. King in his own favor, on acct., $500. Cash sales, $91.30.
7. Sold H. C. Roberts, on acct., Mdse., $335.90. Received rent from Queen St. Property, $15.
9. Received cash from Wm. H. Arnold for his note of Feb. 28. Discount, $2.63; face of note, $292. Paid for repairs Queen St. Property, $3.50.
10. Received from E. F. Mason & Co. cash in full of acct., $160.73. Cash sales, $33.18. Paid for advertising, $10.15. Bought of H. Charles, on acct., Mdse., $275.
11. Prepaid our acceptance of the 6th in favor of Wm. King: Face, $500; discount, $8.34. Received cash from H. Kennedy, on acct., $140.20.
12. Sold Queen St. Property for cash, $1,625. Received cash from E. F. Mason & Co. for note due to-day. Face of note, $150; interest due, 13 cts.
13. Paid H. Charles cash, on acct., $275. Drew draft at 10 days sight on H. C. Roberts in favor of Wm. King for $335.90.
14. Paid our acceptance in favor of Rice Lewis & Son. Face of draft, $75; discount, 46 cts. Paid cash to Wm. King, in full of acct., $539.10.
16. Received cash for note of the 3rd, due to-day, $260.50. Discounted B. R. Hart's acceptance of 1st inst. Face, $36.98; discount, 17 cts. Sold Mdse. on hand for cash, $742.65.

EXERCISE FOR REVIEW WORK.

NOTE.—Use Journal and Ledger as before. This and preceding exercises may be used to illustrate Cash Book.

TORONTO, Oct. 1, 1901.

John Anderson began business, investing as follows:

Resources—Cash, $5,046. Mdse., $6,802. Bills Receivable, $1,915. Due from A. Smith, $300; S. Frame, $1,200.

Liabilities—Due J. Morrow, $800; D. Hunt, $950; B. Dunn, $925; M. Burt, $1,200. Bills Payable, $2,700.

When acc is closed difference will show loss or gain
(a) gain if credit side be greater
" loss, if debit " "

1. Paid M. Burt cash, on acct., $600.
2. Sold A. Good on his note at 10 days, with interest, Mdse., $300.
3. Paid Sept. gas bill in cash, $6.
5. Gave B. Dunn my note at 10 days, with interest, in full of acct., $925.
6. Paid my note of Sept. 21, and interest, in cash. Face of note, $1,050; interest, $2.28.
   Bought of C. Kent Mdse., $600. Paid him cash on above, $200. Balance on acct.
8. Received from S. Frame, in full of acct., as follows: Cash, $800; his note at 60 days, $400.
9. Received cash for note of Sept. 19, and interest. Face of note, $560; interest, $1.68.
10. Sold A. Smith, on acct., Mdse, $975.
11. Paid my note of Sept. 26, in cash, $300.
13. Received cash from Jas. Town for his note of Sept. 23, $397.50.
    Sold C. Collins, Mdse., $1,285. Received cash on above, $785; his note at 30 days for balance.
15. Paid J. Morrow cash on acct., $400.
    Received cash from A. Greig for his note of Sept. 2, and interest. Face of note, $300; interest, 65 cts.
16. Bought for cash a safe for office use, $475.
    Bought of G. Gorman Mdse., $600. Paid cash on above, $300. Gave my note at 60 days for balance.
17. Sold S. Frame Mdse., $311.25.
18. Paid my note of 5th inst. in cash. Face of note, $925; interest, $2.
21. Collins prepaid his note of 13th inst. in cash, less discount. Face of note, $500; discount off, $2.08.
23. Received cash from A. Smith, on acct., $150.
24. Sold W. Norton Mdse., $575. Received cash on above, $225. His note at 3 months, with interest, for balance, $350.
30. Paid clerks' salaries in cash, $125.
31. S. Frame prepaid his note of 8th inst. in cash, less discount. Face of note, $400; discount off, $2.67.

Resource Inventories.

Mdse.	$2,830 00
Expense	475 00

SET II.

BUSINESS PRACTICE.

The pupils will now commence the use of the following books of original entry:

(1) The SALES BOOK—in which will be recorded all the sales of the business. At the end of the month the total of these sales will be posted to the **Credit** side of Mdse. and the separate amounts to the **Debit** side of the personal account affected.

(2) The CASH BOOK—in which a record of all cash received and paid out is kept. It will take the place of the Cash account in the Ledger. The **Debit** side will show all cash received and the **Credit** side all paid out. In posting, Cash Credits will be posted to the **Debit** of the corresponding account in the Ledger, while the cash debits will be posted to the **Credit** side in the Ledger. The difference between the two sides will be the Cash on Hand and will be a resource.

(3) BILL BOOKS—Bills Payable and Bills Receivable—which will show full particulars with respect to all notes given or received.

(4) All business papers, incoming and outgoing, such as notes, bills, invoices, receipts, and drafts will be made out and entered in the proper books under the supervision of the teacher. The Journal will be continued and used for those items which do not affect the Sales or Cash Books.

Price Lists for April, May, June.

BUYING.					SELLING.			
No. 4	No. 3	No. 2	No. 1	ARTICLES	No. 1	No. 2	No. 3	No. 4
$3 10	$3 20	$3 30	$3 40	"Acme" Skates, per pair	$4 76	$4 66	$4 56	$4 46
10 60	10 70	10 80	11 00	"Black Prince" Axes, per doz	13 20	13 00	12 90	12 80
54	56	58	60	"Stanley" Planes, each	1 10	1 08	1 06	1 04
5 70	5 80	5 90	6 00	Door Bells, per doz	8 40	8 30	8 20	8 10
2 55	2 60	2 65	2 70	Chisels, per doz	3 78	3 73	3 68	3 63
19	20	21	22	Cotton Twine, per lb	30½	29	28	27
10 95	11 05	11 15	11 25	Potato Forks, per doz	15 75	15 65	15 55	15 45
7 20	7 30	7 40	7 50	Hay Forks, per doz	10 50	10 40	10 30	10 20
5 30	5 20	5 10	5 00	"Adze Eye" Hammers, per doz	7 00	7 10	7 20	7 30
3 85	3 95	4 05	4 10	Knives, per doz	5 74	5 69	5 64	5 59
6 95	7 10	7 30	7 50	Lawn Mowers, each	10 50	10 40	10 30	10 20
17 35	17 55	17 75	18 00	"Gurney" Locks, per doz	25 20	24 95	24 75	24 55
1 75	1 85	1 95	2 00	Wire Nails, per keg	2 80	2 75	2 70	2 65
12 45	12 55	12 75	13 00	"Eureka" Shovels, per doz	15 60	15 35	15 15	14 95

BUSINESS MEMORANDA.

LONDON, April 1, 1901.

Wm. L. Wood began business investing cash, $1,500.

2. Bought of Wood, Vallance & Co., Hamilton, on acct., 30 kegs Wire Nails, 2 doz. Door Bells, 2 doz. Axes.
3. Bought of Rice Lewis & Son, Toronto, on acct., 3 doz. Hammers, ½ doz. Lawn Mowers, 1 doz. Knives.
4. Sold Jno. King, Wood St., on acct., 3 kegs Wire Nails, 3 Axes, 1 Lawn Mower. Rent paid for month, $20.
5. Sold C. Mitchell, Niagara St., [illegible] cash, 1 doz. Hammers, 1 Lawn Mower, ½ doz. Knives.
6. Sold for cash to J. J. Coy, Moore St., 1 keg Nails, 3 Axes.
8. Bought of Ashdown & Co., Winnipeg, on acct., 30 days, 500 lbs. Cotton Twine, ½ doz. Planes. Paid cash for set of Office Books, $21.50.
9. Sold G. Robertson, Ontario St., on acct., 10 days, ½ doz. Hammers 200 lbs. Twine.
10. Paid Wood, Vallance & Co., cash on acct., $50.
12. Bought of Peterboro' Lock Works, on acct., 10 doz. assorted "Gurney" Locks.
    Received a note at 30 days from J. King in full of acct.
13. Sold Chas. H. Lawrence, Geneva St., on acct., 10 days, 1 doz. Door Bells, 5 kegs Wire Nails, 3 Planes, 2 doz. Locks.
14. Sold J. King, for cash, 1 Lawn Mower,
17. Received from G. Robertson cash in full of acct.
18. Sold C. Donnelly, St. Paul St., on acct., 1 doz. Hammers, ½ doz. Axes, ¼ doz. Door Bells.
19. Sold Jas. McClelland, Queenston, on acct., 300 lbs, Twine, ½ doz. Knives, 1 Lawn Mower.
20. Bought of Toronto Cordage Co., on acct., 10 days, 1,000 lbs. Twine.
21. Bought of Welland Vale Co., on acct., 2 doz. Shovels, 3 doz. Hay Forks.
23. Sold C. Hudson, James St., on acct., 10 kegs Nails, ½ doz. Hammers, ¾ doz. Door Bells, 3 Planes, 1 doz. Locks.
24. Paid Ashdown & Co., on acct., cash, $100.
    Gave Peterboro' Lock Co. note at 6 days in full acct.
25. Returned Welland Vale Co. ½ doz. Shovels.
26. Received from Chas. H. Lawrence cash in full of acct.
    Sold H. Kennedy for cash, 500 lbs. Twine, 1 doz. Hay Forks.
27. Sold D. H. Moore, Simcoe St., on acct., 11 kegs Wire Nails, ½ doz. Axes, 1 Lawn Mower.
    Gave Rice Lewis & Son note at 10 days in full of acct.
28. Bought of Ashdown & Co., on acct., 30 days, 25 kegs Nails.
    Received from Jas. McClelland his note at 10 days, on acct., $75.
30. Paid Janitor's Wages, $15; 1 cord Wood for office use, $5.50.
    Paid cash to Toronto Cordage Co. in full of acct.

Inventories.

Mdse.—26 kegs Nails, 1 Lawn Mower, 500 lbs. Twine, 7 doz. Locks, ½ doz. Shovels, 2 doz. Hay Forks.

Expense.—¾ cord Wood, $5.50 per cord, 1 set Office Books, $15.

NOTE.—At the close of each month's business take a Trial Balance, make out the usual statement and close the Ledger, leaving it ready for the next month's business.

May 1. Received cash from C. Hudson in full of acct.

2. Bought of Welland Vale Co., on acct., 10 days, 2 doz. Potato Forks, 1 doz. Hay Forks, 3 doz. Shovels.

3. Paid note of April 24 in favor of Peterboro' Lock Works due to-day.

Sold Jas. McClelland, on acct., 1,000 lbs. Nails, 200 lbs. Twine, ½ doz. Shovels.

4. Sold G. Robertson, on acct., 3 Potato Forks, 1 Lawn Mower.

Received from D. H. Moore cash in full of acct.

5. Received a note at 10 days, in full of acct., from C. Donnelly.

Paid Welland Vale Co. cash in full of acct.

6. Bought of Toronto Cordage Co., for cash, 1,000 lbs. Cotton Twine.

8. Sold C. H. Lawrence, for note 12 days, 10 kegs Nails, 2 doz. Locks, 1 doz. Door Bells.

9. Bought of Peterboro' Lock Co., on acct., 3 doz. assorted "Gurney" Locks, 5 doz. Door Bells. Paid Express, 78c.

10. Sold Jno. King, on acct., ¼ gross Locks, 200 lbs. Nails, 3 Door Bells.

Paid with cash my note of April 27 in favor of Rice Lewis & Son due to-day.

11. Received cash from Jas. McClelland for note of April 28 due to-day.

12. Received cash from G. Robertson in full of acct.

Paid cash for Gas, $2.10; Coal, $6.25.

13. Bought of Rice Lewis & Son, on acct., 30 days, 1 doz. Lawn Mowers, ¼ gross pairs Skates, ½ gross Hammers.

Paid cash to Peterboro' Lock Co. for bill of the 9th.

14. Bought of Wood, Vallance & Co., on acct, 2 doz. Chisels, 3 doz. Planes.

Received from Jas. McClelland note at 15 days in full of acct.

15. Sold C. Hudson, on acct., 3 Planes, 3 Chisels, 6 Hammers, 6 Door Bells, 12 Door Locks.

Received cash from Jno. King for note of April 12 due to-day.

Paid Wood, Vallance & Co. cash in full of acct.

16. Paid Toronto Cordage Co. cash in full of acct.

Sold D. H. Moore, on his note at 15 days, 3 Lawn Mowers, 6 pairs Skates, 2 doz. Locks.

18. Gave Welland Vale Co. note at 30 days in full of acct.

Sold C. H. Wilson, Welland Ave., on acct., 10 Planes, 15 Chisels, 24 Hammers, 1½ doz. Door Bells.

19. Received from C. Donnelly cash for note of May 5 due to-day.

20. Bought of the Welland Vale Co., on acct., 1 doz. Axes, ½ doz. Shovels

21. Received cash, $13.25, from C. H. Wilson, on acct.
Sold E. A. Arnold, on acct., 11 Planes, 2 doz. Hammers, 4 kegs Nails, 1 doz. Locks.

22. Sold G. Robertson for cash, less 5%, 1,300 lbs. Twine, 3 Lawn Mowers.

23. Received payment of C. H. Lawrence's note of May 8 due to-day.
Gave Rice Lewis & Son, on acct., note at 18 days, for $150.

25. Sold J. W. Keyes, Niagara St., on acct., 1 doz. Hay Forks, 1 doz. Potato Forks, ½ doz. Shovels.
Paid rent for May, $20.

26. Sold Jas. McClelland, on acct., 10 days, ¾ doz. Potato Forks, ½ doz. Shovels, 10 pairs Skates.
Received cash from E. A. Arnold, on acct., $25.25.

27. Sold C. Hudson for cash, less 3% discount, 1 doz. Planes, ½ doz. Chisels, 1½ doz. Hammers, 1 doz. Door Bells, 1 doz. Locks, 2 kegs Nails. Paid Insurance on Mdse., $3.15.

28. Sold Jno. King, on acct., 30 days, 2 doz. Hay Forks, 1 doz. Shovels, 8 pairs Skates, ½ doz. Axes.
Received note at 30 days from Jno. King, on acct., $27.50.

30. Paid Rice Lewis & Son cash, on acct., $75.

31. Paid Janitor's wages, $15. Bought 1 ton of Coal, $6.25, for cash.

Inventories.

Mdse.—½ doz. Axes, 12 pairs Skates, 2½ doz. Door Bells, 1 doz. Shovels, 6 Lawn Mowers.

Expense—1 Ton of Coal, $6.

June 1. Received cash from Jas. McClelland for note of May 14 due to-day.

2. Sold E. A. Arnold for cash, less 2%, ½ doz. Shovels, ½ doz. Axes, ½ doz. pairs Skates.

3. Bought of Ashdown & Co. 50 kegs Nails, 3 doz. Knives, 1 doz. Hammers. Gave in part payment, cash, $75; balance on acct.

4. Drew a draft at 30 days on C. H. Hudson in favor of Toronto Cordage Co., on acct., $37.15.

5. Received from E. A. Arnold a draft at 10 days, on acct., drawn on Wm. Wright, $37.25.

6. Accepted a draft by Welland Vale Co. at 5 days, in their favor, in full of their acct.
Bought of Rice Lewis & Son, on acct., 1 doz. Planes, 6 doz. Chisels, ½ gross Hammers. Paid freight, $1.12.

7. Received cash in full of acct. from J. W. Keyes, less 2%.
8. Drew a draft at 10 days sight on Jno. King in full of his acct. in favor of Rice Lewis & Son.
9. Paid Rice Lewis & Son cash for bill of the 6th, less 5%.
10. Sold Jas. Russell & Co., on acct., 10 days, 6 pairs Skates, ½ doz. Door Bells, 2 Lawn Mowers.
11. Sold C. Mitchell, on acct., 30 days, 20 kegs Nails, ½ doz. Planes, 2 doz. Chisels.
12. Received from Jno. King for bill of May 28 a note at 30 days for $50, and cash for balance.
13. Bought House and Lot, No. 153 Park Place, $675; gave in payment, cash $300, and a note at 1 month for the balance in favor of W. H. Collard.
14. Sold C. Donnelly, on acct., 10 days, 1 doz. Knives, 3 doz. Hammers, 10 kegs Nails, ¾ doz. Chisels.
    Paid acceptance of June 6 in favor of Welland Vale Co. with cash.
15. Sold for cash 1¼ doz. Chisels, ½ doz. Planes.
    Bought Office Desk and Chairs for cash, $35.25.
16. Bought of Welland Vale Co., on acct., 1½ doz. Axes, 2 doz. Hay Forks, ¾ doz. Shovels.
    Received Rent from House and Lot, Park Place, $12.25.
17. Paid Rent for June, $20, with cash.
    Sold C. Hudson 2 doz. Chisels, 1½ doz. Hammers, 20 kegs Nails, 1½ doz. Door Bells. Received in payment, cash $25, and a note at 30 days for $45; balance on acct.
18. Received payment of note of May 16 due the 3rd inst. Interest due, 15 days.
    Sold J. W. Keyes, on acct., ½ doz. Axes, ½ doz. Shovels, 2 Lawn Mowers, ½ doz. Hay Forks.
    Received cash for acceptance of June 5 due to-day.
20. Paid note of May 18 due to day.
    Gave Welland Vale Co. note at 60 days, on acct., $25.
21. Sold E. A. Arnold for cash, less 3%, 1 doz. Axes, ¾ doz. Shovels, 2 Lawn Mowers, ½ doz. Hammers.
22. Bought of Ashdown & Co., on note at 45 days, 75 kegs Nails.
23. Discounted J. King's note of the 12th. Discount, 21 days.
    Received cash from C. Wilson in full of acct.
25. Sold C. Hudson, on acct., 50 kegs Nails, 2 doz. Hammers.
    Paid Welland Vale Co. cash to balance acct.
26. Discounted note of June 20 in favor of Welland Vale Co. Proceeds paid with cash.
    Paid for repairs to House and Lot, $3.25; to Store, $5.50; Stationery, $1.15.
28. Received cash from Jas. Russell for bill of the 10th, less 3% discount.

29. Paid Toronto Cordage Co. cash in full of acct.; Wood, Vallance & Co., $30.

Bought of Wood, Vallance & Co. for cash, less 5%, 6 doz. Hammers, 3 doz. Door Bells, 4 doz. Locks.

Discounted note of the 13th in favor of W. H. Collard. Face, $375; discount, $1.26.

30. Received cash for note of May 28 due to day.

Discounted note of the 22nd in favor of Ashdown & Co. Proceeds paid in cash.

Sold to J. U. Moore for cash, less 2%, 3½ doz. Door Bells, 2 doz. Locks, 4 doz. Hammers, 20 kegs Nails.

Paid Janitor's Wages, $15; delivering goods, $6.50.

Inventories.

Mdse.—2 doz. Knives, 2 doz. Locks, 3 doz. Hammers, 1½ doz. Hay Forks.
Expense.—House and Lot, $695; Office Furniture, $30.

SET III.

RETAIL BUSINESS.

In this month's business the pupil will keep the books of a Retail Grocery. The first few days will be kept by the Single Entry system, using the Day Book and Ledger, with the Bill Books as auxiliary books. The record of sales to customers will then be transferred from the Day Book to a book known as the "Customer's or Petty Ledger." The books will still be kept by Single Entry. The books will then be changed to Double Entry. The Bank Account will be kept in the Ledger and not in the Cash Book.

NOTE.—If the teacher wishes this Set may be used to teach the reverse change from Double to Single Entry.

Price List for July.

Articles		No. 1	No. 2	No. 3	No. 4
Potatoes	per bush	$ 50	$ 55	$ 60	$ 65
Sugar	" lb	04½	04½	05	05½
Rolled Oats	" "	03	04	05	03
Honey	" "	10	11	10	12
Eggs	" doz	12½	12	11½	11
Cheese	" lb	14	13	15	14
Salt	" "	02	02	02	02
Pepper	" "	40	45	50	55
Soda Crackers	" "	11	12	13	14
Fig Bar	" "	15	16	17	18
Raisins	" "	07	07½	08	08½
Currants	" "	10	11	12	13
Nuts, Mixed	" "	12½	13	14	14½
Steak	" "	15	16	17	14
Lamb	" "	16	16½	15	16
Chicken	" "	10½	11	12	12½
Turkey	" "	14	15	16	13
Ham	" "	17	16	18	15
Butter	" "	25	24	23	22
Shredded Wheat	" box	15	14	16	15
Coal Oil	" gal	18	19	20	21
Sardines	" can	12½	13	13	14
Salmon	" "	15	16	17	14
Corn	" "	10	11	09	12
Beets	" "	10	09	08	11
Flour	" bbl	6 60	6 50	6 40	6 30
Tea	" lb	45	50	40	45

BUSINESS MEMORANDA.

SINGLE ENTRY.

OTTAWA, July 1, 1902.

Thos. Hamilton began business, investing as follows:

RESOURCES.

Mdse. on hand, $3,875.50.
Cash on hand, $2,178.90.
Office and Store Fittings, $150.
Bills Receivable.—Wm. Pringle's note of June 15, at 1 month, $115.50.

Accounts Receivable:

J. Jamieson, 86 Water St., $85.58.
H. Glover, 315 Hunter St., $143.95.
A. Baker, 82 Sheridan St., $59.75.

LIABILITIES.

Note of June 10, in favor of H. Kennedy, at 30 days, for $315.83.

Accounts Payable:

H. P. Eckardt & Co., Toronto, $212.92.
Gowans, Kent & Co., Toronto, $391.75.

2. Bought Mdse. of Perkins, Ince & Co., Montreal. Terms: 5/10, n/60, June 29, $715.84.
Bought Delivery Horse and Waggon for cash, $350.
Paid Insurance on Stock, etc., $10.50.
Sales on account as per Check Books:
Charles Gray, 518 Water St.—24 lbs. Sugar, 2 lbs. Cheese, 1 gal. Coal Oil, 2½ lbs. Steak.
F. Dickson, 58 Lake St.—1 Ham, 12 lbs., 2 cans Beets, 3 lbs. Raisins, 2 doz. Eggs.
Oriental Hotel.—1 bbl. Sugar, 418-22 lbs., 1 Cheese, 70 lbs., 5 lbs. Pepper, 16 lbs. Mixed Nuts, 1 box. Soda Crackers, 22 lbs.
Paid Gowans, Kent & Co. cash in full of acct., $391.75.
Bought on open market for cash, 3 Dressed Lambs, 73 lbs., at 13 cts.; 617 lbs. Dressed Beef at 5 cts.
Cash sales, $315.80.

3. Paid Perkins, Ince & Co. for Invoice of the 2nd, less 5% discount.
Received from A. Baker cash, on acct., $59.75.
Mdse. bought as per Invoices:
Eby, Blain & Co., London, July 1, 3/15, n/60, $391.50.
H. P. Eckardt & Co., July 2, 2/10, n/30, $58.90.
Paid freight bills on the above, $21.82.

Sales on account as per Check Books:

A. Baker.—1 can Sardines, 1 can Corn, 1 Turkey. 9 lbs., 3 lbs. Fig Bar.

G. Robertson, 82 King St.—2 bush. Potatoes, 12 lbs. Sugar, 2 lbs. Honey.

A. P. Scott, 75 George St.—2 Chickens, 7 lbs, 2 cans Salmon, 4 lbs. Raisins.

Gave H. P. Eckardt & Co. note at 10 days, in full of acct., to July 1, $212.92.

Cash sales, $219.78. Deposited in Bank of Commerce, $500.

4. Paid Eby, Blain & Co. for Invoice of July 3, less discount 3%.

Received from R. Glover, on acct., cash, $143.95.

Sales on account as per Check Books:

Oriental Hotel.—12 cans Sardines, 33 lbs. Chicken, 2 Turkeys, 21 lbs, 9 lbs. Steak, 41 lbs. Lamb, 50 lbs. R. Oats.

Cash sales, $502.17.

Paid Driver's Wages, $7.50, Gas, $2.15, Horse Feed, $3.18.

Received cash, on acct., as follows:

Chas. Grey, $1.86; F. Dickson, $2.70; Oriental Hotel, $33.05; G. Robertson, $1.71; A. P. Scott, $1.27.

(These amounts are included in the Cash Sales. No separate C. B. entry made for them)

NOTE.—These amounts are for Price List No. 1, and in nearly all cases are in full of account. The teacher will bear this in mind when using the other price lists and vary them accordingly.

Inventories.

Mdse., $4,215.83; Horse and Waggon, $335.25; Office Fittings, $140.
Rent unpaid, $45; Clerk's Salary unpaid, $5.50.

Make out Single Entry statement and close the proprietor's account. Balance the Cash Book.

The keeping of sales in the Journal will now be discontinued and a Customer's Ledger introduced in its place. All accounts receivable will be transferred from the General Ledger to the Customer's Ledger. The Double Entry form of a Cash Book will be used with a special column in it for Cash Sales. After making out the Single Entry statement and closing the Capital Account enter the following transactions in the proper books.

5. Admitted G. W. Matthews as a $\frac{1}{3}$ partner upon his paying into the business cash equal to $\frac{1}{2}$ Hamilton's net capital. This was deposited.

Received the following invoices:

R. H. Packard & Co., Hamilton, July 3, 5/10, 2/30, $216.75.

Clark, Pennock & Co., London, July 4, 3/10, n/60, $518.75.

Paid freight and dravage on the above bills, $9.58.

Sales on account as per Check Books:

G. Robertson.—2 bush. Potatoes, 25 lbs. Sugar, 2 lbs. Honey, 6 lbs. Butter, 3 lbs. Steak.

A. Baker.—2 cans Sardines, 6 lbs. Sodas, 2 lbs. Lamb, 24 lbs. Sugar, ½ lb. Pepper, 2 gals. Coal Oil.

Mrs. Wm. Hamilton, 730 Hunter St.—1 Turkey, 16 lbs., 3 lbs. Currants, 2 lbs. Cheese, ½ bush. Potatoes, 1 box Shredded Wheat.

New Murray Hotel.—1 bbl. Sugar, 397-18 lbs., 1 box, 4 doz. cans, Beets, 1 bag, 25 lbs., Salt, 1 bbl. Flour, 10 lbs. Mixed Nuts, 20 lbs. Butter.

Bought for cash on open market 1 load, 30 bags, Potatoes at 45 cts.; 70 lbs. Butter at 19 cts.

Cash sales, $322.50.

7. Bought for cash Plate Glass Window for store, $65. Paid for putting it in $3.50.

Deposited cash sales of the 5th.

Sales on account as per Check Books:

Mrs. Jno. King, 158 Brock St.—1 bbl. Flour, 3 lbs. Butter, 2 lbs. Sodas, ½ bush. Potatoes, 2 cans Sardines.

Chas. Campbell, 95 Church St.—2 boxes Shredded Wheat, 3 lbs. Lamb, 2 lbs. Butter.

Oriental Hotel.—2 Hams, 14 lbs. and 16 lbs., 6 pairs Chickens, 33 lbs., 1 bbl. Flour, 100 lbs. Sugar.

Mrs. Wm. Hamilton.—2 cans Corn, 10 lbs. R. Oats, 6 lbs. Butter, 5 lbs. Steak, ½ bbl. Flour.

Accepted draft at 5 days from Clark, Pennock & Co., on acct. of bill of the 5th, $300.

Cash sales, $419.35.

8. Bought the following bills of Mdse.:

Eby, Blain & Co., on acct., 30 days, $95.78.

Perkins, Ince & Co., July 7, 5/10, n/60, $112.30.

Paid Electric Light bill to date, $3.18, per cheque.

Sales on account as per Check Books.

A. P. Scott.—6 lbs. Cheese, 3 lbs. Butter, 4 lbs. Lamb, 3 cans Salmon, 2 lbs. Fig Bar, 10 lbs. Salt.

Chas. Gray.—1 Ham, 13 lbs., 2 cans Sardines, 2 cans Beets, 3 lbs. Steak, ½ bbl. Flour, 3 lbs. Butter.

F. Dickson.—3 lbs. Sodas, 2 lbs. Fig Bar, ¼ lb. Pepper, 20 lbs. Sugar, 2 Chickens, 6 lbs., 1 lb. Butter.

J. Jamieson has failed and we receive ½ of our account against him. We lose the balance.

Paid for Shoeing Horse, $1.25; Stable Rent, $10.

Cash sales, $315.82.

9. Invoices received:
   Fearman & Co., Hamilton, July 8, 3/10, n/60, $54.50.
   Each partner withdrew for private use, $20.
   Sales on account as per Check Books.
   G. Robertson.—2 bush. Potatoes, 3 lbs. Butter, 6 lbs. Lamb, 2 cans Sardines, ½ bbl. Flour.
   Chas. Campbell.—3 lbs. Ham, 2 cans Corn, ½ bush. Potatoes, 5 lbs. R. Oats, 10 lbs. Salt.
   New Murray Hotel.—150 lbs. Sugar, 1 case, 24 boxes, Shredded Wheat, 25 lbs. Butter, 1 Lamb, 22 lbs., 12 lbs. Steak, 5 bush. Potatoes.
   Thos. Hamilton took for private use 1 bbl. Flour, 10 lbs. Butter, 3 lbs. Sodas.
   Received cash on account (See note July 4, page 14):—
   Chas. Gray, $5; Oriental Hotel, $17.32; New Murray Hotel, $34.36.
   Cash sales, $502.18. Deposited cash sales of the 7th and 8th.
10. Invoices received:
   H. P. Eckardt & Co., July 8, 5/10, n/60, $192.50.
   Gowans, Kent & Co., July 9, 3/10, n/60, $113.52.
   Sales on account as per Check Books:
   Mrs. Jno. King.—10 lbs. Sugar, 3 lbs. Raisins, 2 lbs. Currants, 1 lb. Steak.
   A. P. Scott.—2 lbs. Lamb, 1 lb. Tea, 2 cans Corn, 3 gals. C. Oil, 5 lbs. Salt, ½ lb. Pepper, 3 doz. Eggs.
   R. Glover.—½ bbl. Flour, 2 cans Beets, ½ bush. Potatoes, 2 lbs. Ham, 5 doz. Eggs.
   The New Murray Hotel present a bill against W. G. Matthews for $25 which we credit to their account.
   Paid for street watering, $2.35; hay and feed, $3.50.
   Cash sales, $259.78.
11. Bought the following bills of Mdse.:
   R. H. Packard & Co., July 9, 4/10, n/30, $250.25.
   Clark, Pennock & Co., July 9, 3/10, n/60, $175.50.
   Remitted cheques as follows:
   H. P. Eckardt & Co., bill of July 3, less 2%.
   Clark, Pennock & Co., in full of bill of the 5th, less 3% discount on whole bill.
   Sales on account as per Check Books:
   F. Dickson.—4 lbs. Butter, 5 doz. Eggs, 3 lbs. Sodas, 1 lb. Tea, 2 lbs. Steak, 1 can. Corn.
   Oriental Hotel.—1 bbl. Flour, 2 Hams, 25 lbs., 12 lbs. Steak, 5 lbs. Fig Bar, 5 bush. Potatoes, 100 lbs. Sugar.
   Chas. Campbell.—2 gals. C. Oil, 2 lbs. Lamb, 3 doz. Eggs, 1 lb. Tea, 1 lb. Raisins, 2½ lbs. Currants.

New Murray Hotel.—10 cans Sardines, 12 lbs. Cheese, 5 lbs. Honey, 15 doz. Eggs, 11 lbs. Steak, 1 bbl. Flour.

Bought for cash a load of country produce, $32.50.

Received a note at 10 days from Oriental Hotel, on acct., $15.

12. Received the following Invoices:

Eby, Blain & Co., July 10, 5/10, n/60, $212.90.

Fearman & Co., July 1, 3/10, n/30, $81.50.

Paid Driver's Wages, $6; Clerk's Salary, $7.50; Repairs on Waggon, $2.50; new Set Harness, $25, per cheque.

Sales on account:

Mrs. Wm. Hamilton.—½ bbl. Flour, 2 lbs. Steak, 1 gal. C. Oil, 6 lbs. Sugar, 2 lbs. Cheese, 2 lbs. Nuts.

New Murray Hotel. 5 bush. Potatoes, 15 lbs. Steak, 10 lbs. Lamb.

A. Baker.—20 lbs. Sugar, 5 lbs. Salt, 3 lbs. Oats, 2 cans Sardines, 3 lbs. Raisins, 1 lb. Cheese, 1 lb. Tea.

Chas. Gray.—1 bbl. Flour, 2 lbs. Lamb, 1 box Shredded Wheat, 2 gals. C. Oil, 2 doz. Eggs.

Remitted cheque to R. H. Packard & Co. for bill of July 5, less 5%.

Cash sales, $383.75. Deposited cash sales of the 9th and 10th.

14. Paid with cheque note of June 10, due to-day, in favor of H. Kennedy.

Invoices received:

Clark, Pennock & Co., July 12, 2/10, n/30, $150.75.

R. H. Packard & Co., July 12, 3/10, n/60, $29.73.

Paid June rent with cheque, $60.

Bought for cash 380 lbs. Dressed Beef, 5½ cts.

Sales on account as per Check Books:

G. Robertson.—12 lbs. Sugar, 3 lbs. Butter, 5 lbs. Ham, 1 doz Eggs, 1½ lbs. Cheese.

G. W. Matthews withdrew $10 for private account.

Received cash on account from the following (See note July 4, page 14):

R. Glover, $4.72; A. Baker $6.84; Chas. Gray, $9.84; F. Dickson, $5.27; G. Robertson, $12.92; A. P. Scott, $5.37; Mrs. Wm. Hamilton, $13.84; Mrs. John King, $9.06.

Cash sales, $412.15. Deposit cash sales of 12th and 14th.

Inventories.

Mdse., $4,148.56; Horse and Waggon, $303.15; Office Fittings, $130.
Rent paid in advance, $30.

These transactions will represent another month's business, and the books will now be closed. Make out statement in proper form and close the partners' accounts. The books will be changed to Double Entry, using the same books as before. The Customer's Ledger will be continued with the same accounts. Render statements of account to those whose accounts are unpaid.

DOUBLE ENTRY.

15. Make opening Entry to change books from Single to Double Entry and post those amounts not already in the Ledger. Test your Ledger by taking off a Trial Balance. If it is correct proceed with the following Business Memoranda.

Issued cheques in payment of accounts as follows:
Fearman & Co., bill of July 9, less 3%.
H. P. Eckardt & Co., bill of July 10, less 5%.
Eby, Blain & Co., bill of July 8.

Sales on account as per Check Books.
G. Robertson.—5 lbs. Lamb, 3 lbs. Tea, 2 lbs. Cheese, 3 bush. Potatoes, ½ bbl. Flour.
Jas. Wilson, 95 Smith St.—10 lbs. Sugar, 3 lbs. Steak, 2 lbs. Sodas, 2 cans Beets, 3 doz. Eggs, 2 lbs. Cheese.
A. Baker.—2 Hams, 27 lbs., 2 lbs. Tea, 1 lb. Lamb, ½ bush. Potatoes, 1 doz. Eggs.

Paid acceptance July 7, due to-day, with cheque.
Cash sales, $215.75.

16. Sales on account as per Check Books.
New Murray Hotel.—1 bbl. Flour, 3 Hams, 32 lbs., 15 lbs. Steak, 100 lbs. Sugar, ½ chest Tea, 35 lbs.
A. P. Scott.—1 doz. Eggs, ½ bush. Potatoes, 1 Chicken, 3 lbs.
Mrs. Wm. Hamilton.—2 cans Sardines, 2 lbs. Tea, 6 lbs. Sugar, 2 lbs. Lamb, 1 doz. Eggs, 1 lb. Fig Bar.
Mrs. Jno. King.—2 lbs. Lamb, 1 doz. Eggs, 1½ lbs. Cheese, ¾ bush. Potatoes, ¼ bbl. Flour.

Received cash on account as follows (See note July 4, page 14):
G. Robertson, $2; Oriental Hotel, $5; Chas. Campbell, $4.42.

Paid note of July 3, due to-day, with cheque.
Cash sales, $250.75.

17. Accepted Eby, Blain & Co. draft at 5 days sight for Invoice of the 12th, less 5%.

Gave R. H. Packard & Co. note at 30 days in payment of Invoice of July 11.

Deposited $450.

Sales on account as per Check Books:
F. Dickson.—2 cans. Salmon, 2 lbs. Butter, 3 lbs. Raisins, 2 lbs. Currants, 3 lbs. Steak, 10 lbs. Salt.
Chas. Gray.—¼ bbl. Flour, 2 cans Corn, 1 lb. Tea, 2 lbs. Ham, ¼ lb. Pepper, 5 lbs. R. Oats.
Chas. Campbell.—3 gals. C. Oil, 1 Turkey, 9 lbs., 2 lbs. Nuts, 1 lb. Honey, ½ bush. Potatoes.

Our delivery horse died. Bought another for cash, $75.
Paid for removing carcass, $2.50.

Bought of "Print Shop," on acct., a bill of Stationery, $13.50.
Cash sales, $375.92.

18. Received payment of note of June 15 due to-day.
Sales on account as per Check Books:
Oriental Hotel.—1 doz. cans. Corn, ½ doz. cans Beets, 20 lbs. Steak, 1 bbl. Sugar, 392 lbs. net, 1 chest Tea, 70 lbs., 10 doz. Eggs.
Mrs. John King.—1 lb. Butter, 2½ lbs. Ham, 1 box Shredded Wheat, 1 doz. Eggs, ½ lb. Cheese.
Received from Oriental Hotel a contra acct. of $21.25 against Thos. Hamilton which we credit to their acct. (Cr. Mdse. in Journal).
Invoices received:
Eby, Blain & Co., July 16, 3/15, n/30, $222.50.
Fearman & Co., July 17, 3/10, n/60, $91.50.
Cash sales, $375.25.

19. Bought on open market for cash 50 lbs. Butter at 19 cts., 25 bush. Potatoes at 40 cts., 100 doz. Eggs at 8 cts.
Received a note at 10 days with interest from New Murray Hotel, on acct., $25.
Received the following Invoices on Mdse. bought:
R. H Packard, on acct. 30 days, $111.75.
Gowans, Kent & Co., note at 15 days, $98.55.
Sales on account as per Check Books:
Geo. Harvey, 310 Sherbrooke St.—3 doz. Eggs, ½ lb. P[illegible] [illegible]b. Mixed Nuts, 1 can Sardines, ½ lb. Tea, ½ bush. Potatoes.
Jas. Wilson.—1 bush. Potatoes, 10 lbs. Sugar, 3 lbs. Ham, 2 cans Beets, 1 gal. C. Oil, 1 lb. Soda Crackers,
Mrs. Jno. King returned ½ bush. Potatoes bought on the 16th.
Remitted Clark, Pennock & Co. cash for amount of invoice of the 11th, less 3%.
Cash sales, $410.85. Deposited $775.60.

21. Remitted cheques as follows:
R. H. Packard & Co., Invoice of the 14th, less 3%.
Clark, Pennock & Co., Invoice of the 14th, less 2%.
Fearman & Co., Invoice of the 12th, less 3%.
Sales on account as per Check Books:
New Murray Hotel.—1 bbl. Flour, 20 lbs. Butter, 30 lbs. Lamb, ½ doz. cans Salmon, 100 lbs. Sugar.
A. P. Scott.—Chicken, 3 lbs., 2 lbs. Butter, ¼ bbl. Flour, 2 cans Salmon, ¼ lb. Pepper, 10 lbs. Sugar.
A. Baker.—1 Turkey, 11 lbs., 2 cans Beets, 1 lb. Tea, 2 doz. Eggs, 1 lb. Raisins, 2 lbs. Currants, 5 lbs. Sugar.
Bought Office Safe. per cheque, $125. Paid for putting it in place, $2 50.
Paid insurance premium on Thos. Hamilton's house, $3.75.
Cash sales, $352.39.

23. Invoices received:
    H. P. Eckardt & Co., July 21, 3/10, n/60, $275.50.
    Clark, Pennock & Co., July 21, 2/10, n/30, $182.73.
    Prepaid note of July 17 in favor of R. H. Packard & Co., less discount.
    Sales on account as per Check Books:
    Geo. Harvey.—1 bbl. Flour, 8 lbs. Ham, 3 gals. C. Oil, 2 lbs. Sodas.
    New Murray Hotel.—3 Hams, 43 lbs., 1 bbl. Flour, 1 chest Tea, 70 lbs., ½ doz. cans Salmon, 5 bush. Potatoes.
    Paid wages to driver, $7.50; Stable Rent, $15.
    Paid account to "Print Shop" in full to date.
    Cash sales, $582.75. Deposited cash sales of the 21st.
25. Paid acceptance of July 17, due to-day, with cheque.
    Invoices received:
    Fearman & Co., on acct., 30 days, $62.15.
    Perkins, Ince & Co., July 23, 3/10, n/30, $182.74.
    Sales on account as per Check Books:
    Chas. Gray.—16 lbs. Sugar, 2 lbs. Tea, 1 doz Eggs, 2 lbs. Steak.
    F. Dickson.—2 bush. Potatoes, 2 lbs. Honey, 1½ lbs. Cheese, ¼ lb. Pepper, 1 lb. Soda Crackers, 1½ lbs. Steak.
    G. Robertson.—2 Chickens, 7 lbs., 3 gals. Coal Oil, 1 can Sardines, 2 cans Beets, ¼ bbl. Flour.
    Paid Perkins, Ince & Co. per cheque for Invoice of the 8th.
    Received payment of note of July 11 due yesterday.
28. Issued cheques in payment of accounts as follows:
    Eby, Blain & Co., bill of July 18, less 3%.
    Fearman & Co., bill of July 17.
    Sales on account as per Check Books:
    A. P. Scott.—3 lbs. Tea, 2½ lbs. Steak, 2 gals. C. Oil.
    A. Baker.—1½ bush. Potatoes, 3½ lbs. Ham, 2 lbs. Raisins, 1 lb. Fig Bar, 1 box Shredded Wheat.
    George Harvey.—2 Hams, 23½ lbs., 2 bush. Potatoes.
    Received cash, on acct., as follows (See note July 4, page 14):
    Jas. Wilson, $3.89; Geo. Harvey, $10; A. Baker, $6; A. P. Scott, $6.09; New Murray Hotel, $20.
    Cash sales, $310.20.
30. Paid Fearman & Co., on acct., per cheque, $25.
    Sales on account.
    Oriental Hotel.—1 bbl. Flour, 12½ lbs. Steak, 2 Hams, 22 lbs., 10 lbs. Butter, 8 doz. Eggs.
    Mrs. Wm. Hamilton.—1 lb. Butter, 1½ doz. Eggs, ½ bush. Potatoes, 1 gal. C. Oil.
    Received cash on account as follows (See note July 4, page 14):
    F. Dickson, $3.71; Chas. Gray, $4.90; Mrs. Jno. King, $3.47.
    The New Murray Hotel presents bill of board $19.50 against Matthews, which is credited to their account.

H. G. Kennedy presents a 30-day draft for a private debt of Thos. Hamilton's for $52.10. The firm accepts it.

Paid book-keeper's salary to date, $30; clerk's salary to date, $15.

Cash sales, $410.93.

31. Allow each partner a salary of $50 for the month.

Deposit all cash on hand except $50.

Inventories.

Mdse	$3,675 82
Horse and Waggon	315 70
Furniture and Fixtures	200 00

Make out Profit and Loss statement and balance sheet. Balance the Cash Book. Close the Ledger in the usual way.

PART II—SET IV.

WHOLESALE GROCERY AND PROVISION BUSINESS.

In this and the 3 following sets the books of a Wholesale Grocery and Provision firm will be kept by the pupil. The items as given will be as varied as possible and will introduce many of the different points that might arise in actual practice. The teachers and pupils will bear in mind that the transactions are merely representative and are not as numerous as they would actually be. The items given in the price list are only a small fraction of the many handled by a wholesale house. The special object is to familiarize the pupils with the various books used and especially the use of the Special Column Cash Book.

Price Lists, August to November.

Articles.	No. 1	No. 2	No. 3	No. 4
Wheat... per bush	$ 84½	$ 83	$ 85½	$ 86½
Peas .... " "	74½	73	75½	76½
Corn .... " "	69	67½	70	67
Oats .... " "	48	46½	49½	47
Hay..... " ton	12 25	12 20	12 30	12 25
Pork .... " bbl.	23 50	23 35	23 55	23 45
Potatoes. " bush	60	61	59	62
Eggs .... " doz	14	16	13	13½
Coffee.... " lb.	09½	10½	08¾	09
Tea..... " "	34	33½	35	34
Cheese .. " "	09¼	09½	09¾	09½
Butter... " "	15	15½	14½	16
Sugar.... " "	04	03¾	04¼	04½
Bacon. . " "	14½	14	14½	15
Ham.... " "	13½	13¼	13	14
Brooms.. " doz.	1 95	1 90	2 05	2 10
Flour.... " bbl.	3 95	4 05	3 85	3 90

Special Instructions for August.

1. There will be two partners, Wm. Ashdown and Chas. A. Parker, who will share equally in the Losses or Gains. A private account will be kept with each, in which will be recorded all that they receive from the business, such as salary, etc.
2. The Journal-Day Book, Cash Book, Sales Book and Ledger will be continued as in Set II. The Invoice Book will be used for all purchases. The total is posted at the end of the month to the *debit* of Mdse., and the separate amounts to the *credit* of the personal accounts affected.

3. Special columns will be kept in the Cash Book for Bank Account. For this month a special column may be used for Cash Discounts.
4. Special attention should be paid to the payment of Mdse. so as to take advantage of the Cash Discounts.
5. The Expense Account will be broken up into its various parts, as General Expenses, Rent, Insurance, Taxes, Freight and Drayage, Duty, etc. A separate account will be kept with each of these throughout all the sets.
6. The pupil will, from the data given, make out all the *outgoing* and *incoming* papers, and then enter them in the proper books. Particular care must be taken to see that the Bank Balance in the Check Book agrees with the same balance in the Cash Book at the close of each day. The transactions for each day *must* be posted at the close of the day's business, and, in addition, should also be checked back. This will reduce the possibility of a mistake in posting escaping your attention. When the posting is finished take off Trial Balance, make out the Trading Account, Profit and Loss Statement and Balance Sheet. The books will then be closed in the usual way.

NOTE.—360 days will be taken as a year instead of 365 days. Where the rate of interest is not specified 6% will be the rate.

PAGES FOR LEDGER.

One Page.—Mdse., Bills Receivable and Bills Payable, Mdse. Discount, Interest and Discount, Chas. E. Meyer & Co.

Half Page.—Partners' Accounts, Partners' Private Accounts, Property Accounts, Commission, Horse and Waggon, Branch Store, Courtice Bros. Co., Hedley-Shaw Milling Co., Retail Department.

One-Third Page.—All others.

BUSINESS MEMORANDA.

ST. CATHARINES, Aug. 1, 1901.

Wm. Ashdown and Chas. A. Parker have this day entered into a partnership to carry on a Wholesale Grocery and Provision Business under the name of Ashdown & Parker. They have rented store No. 152 St. Paul St. from the National Loan and Building Co., Toronto, at a rental of $600 per year, payable the last day of each month.

Wm. Ashdown's Investment: Cash on hand, $875.82; Cash in Collegiate Institute Bank, $5,250; Furniture and Fixtures, $375; a note in his favor by Chas. B. Knox, Welland, dated July 2, at sixty days, with interest at 6%, for $233.25; note by L. W.

Brownell, Niagara Falls, dated July 15, at thirty days, for $753.91; he owes W. A. Griffiths & Co., Hamilton, on acct., $192.75; he owes E. M. Marble & Co., London, on acct., $386.15.

Chas. A. Parker invests cash equal to his partner's investment.

2. Bought Mdse. of H. P. Eckardt & Co., Toronto. Invoice dated July 29, 5/10, n/30, $932.55. Paid freight, $24.56.

Sold John B. Richards, Welland, on acct., 30 days, 2½ cases, 225 doz. Eggs, 10 bbls. Mess Pork, 2 tubs, 196 lbs., Butter.

3. Received the following Invoices:

W. A. Griffiths & Co., July 30, 5/10, n/60, $395.70.

Courtice Bros. Co., Buffalo, cash, $1,296.15.

Edward B. Grossman & Co. Montreal, 30 days' note, $582.17.

Paid freight on the above, $72.15. Duty, $173.18.

Shipped R. D. Noble, Petrolia, for sale on commission, 100 bush. Potatoes, 150 bbls. Flour.

Sold Geo. F. Bassett, Peterboro', on acct., 15 days, 395 bush. Wheat, 75 bush. Corn, 300 bush. Oats.

Sold L. W. Brownell, Niagara Falls, 5/10, n/30, 600 doz. Eggs, 315 lbs. Butter, 5 boxes Cheese, 70 lbs. each.

4. Received the following Invoices of Mdse.:

National Biscuit Co., London, Aug. 2, 5/10, n/60, $192.25.

Corliss, Coon & Co., Montreal, Aug. 2, 3/10, n/30, $310.82.

Received from H. J. McKinnon, Grimsby, 200 quarts Raspberries for sale on commission. Paid freight on this consignment, $2.50.

Sold C. J. Bailey, Oakville, 3/10, n/60, 200 lbs. Coffee, 2 chests Tea, 70 lbs. each, 3 bbls. Sugar, 321-18, 325-22, 312-19.

Sold Geo. A. Mitchell & Co., 58 St. Paul St., City, on acct., 30 bbls. Flour, 5 bbls. Pork, 15 boxes Cheese, 70 lbs. each, 315 doz. Eggs.

Sold from McKinnon's consignment for cash, 100 quarts Raspberries at 8 cts. a quart.

Bought Delivery Horses and Waggon per cheque, $475.

Deposited $2,000.

5. Received a consignment from W. T. Metcalf, Toronto, of 300 bbls. Flour. Paid freight, $19.50.

Accepted draft at 3 days from H. P. Eckardt & Co., for invoice of the 2nd, less 5%.

Sold H. B. Taylor, Niagara Falls, 3/10, n/60, 6 sacks, 1,185 lbs. Coffee, 10 chests Tea, 70 lbs. each, 525 lbs. Butter.

Sold Chas. B. Knox, Welland, note 30 days, 150 bush. Wheat, 95 bush. Corn, 200 bush. Oats.

Sold from McKinnon's consignment for cash, 100 quarts Raspberries at 7½ cts. a quart.

6. Received cash, on acct., from L. W. Brownell for bill of 3rd, less 5%.

Drew a draft at 15 days on John B. Richards in favor of firm, $195.90.

Rendered H. J. McKinnon acct. sales of Mdse. received the 4th inst. Commission, 3%. Net proceeds paid by cheque.

Sold for cash 150 bbls. Flour from Metcalf's consignment.

Sold Wm. Stephenson, Norwood, 3/10, n/30, 5 bbls. Sugar, 319-18, 321-19, 317-19, 325-22, 309-16, 4 bags Coffee, 193, 202, 187, 198 lbs.

Bought of Chas. E. Meyer & Co., Kingston, bill of Aug. 4, 5/10, n/60, $662.10.

Shipped Toronto Commission Co. for sale on commission, 50 bbls. Flour. Prepaid freight, $10.50.

7. Received account sales of shipment to R. D. Noble. Net proceeds, $703.18, received in cash.

Paid W. A. Griffiths & Co. in full of acct. to Aug. 1.

Insured our stock of Mdse. for $4,000 at 1½%.

Sold D. H. Campbell, 90 King St., 512 lbs. Ham, 10 bbls. Pork, 300 doz. Eggs. Received in part payment his own note at 30 days for $150; a sight draft on W. J. Stewart for $75.25. The balance on acct., 30 days. Deposited $350.

9. Bought of H. P. Eckardt & Co. Mdse., per bill of Aug. 7, $1,215.50. Accepted draft at 30 days for the amount of the bill, less 4%.

Each partner has invested $2,000 more in the firm. The amount was deposited.

Sold J. E. McCarthy & Co., Ontario St., terms cash, 26 boxes Cheese, 70 lbs. each, 30 bbls. Sugar, 6,125 lbs., 312 lbs. Coffee.

10. Sold Henry Smith, Homer, for note at 60 days, 150 bbls. Flour from Metcalf's consignment.

Received account sales of shipment to Toronto Com. Co. Net proceeds, $226.15, received in cash.

Paid per cheque W. A. Griffiths & Co.'s invoice of the 3rd, less 5%.

Drew a sight draft on Geo. A. Mitchell & Co., in favor of Courtice Bros. Co., for $200.

11. Paid per cheque invoice of the 4th from National Biscuit Co., less 5%.

Received the following invoices of Mdse. bought:

H. Packard & Co., Toronto, Aug. 9, 3/10, n/30, $983.73.

Rimmer, Gunn & Co., Hamilton, Aug. 10, 5/10, n/60, $615.75.

Rendered account sales of Metcalf's Flour. Commission, 3%; storage, 2 cts. per bbl.; drayage, $2.15. Net proceeds remitted per cheque.

Sold R. H. Bradley & Son, No. 39 St. Paul St., on acct., 102 lbs. Butter, 86 doz. Eggs, 30 bush. Potatoes, 210 lbs. Cheese.

Sold C. J. Bailey, Oakville, with sight draft and bill of lading attached, 30 bbls. Flour, 100 lbs. Butter. Collection charges, 25 cts.

Paid Courtice Bros. Co. cash, on acct., $150.

Paid freight and cartage with cash, $21.50.

Paid per cheque acceptance of Aug. 5, due to-day.

12. Paid per cheque Corliss, Coon & Co. for bill of Aug. 4, less 3%.
Received a consignment of 1,200 lbs. Cheese from John Fitzgerald, Lakefield, to be sold on commission. Accepted his draft at 10 days on account of consignment, $50.
Sold R. D. Noble, Petrolia, on acct, 10 days, 150 bush. Wheat, 85 bush. Oats, 95 bush. Corn.
Accepted sight draft drawn by Courtice Bros. Co., on acct., for $350. Paid the same per cheque.

13. Sold Fitzgerald's consignment of cheese for cash. Rendered account sales. Commission, 2%. Remitted net proceeds in cash, less draft of the 12th.
Received from J. B. Richard cash in full of acct.
Received from C. J. Bailey cash, less 3%, for bill of the 4th.
Discounted note received from H. Smith on Aug. 10 at 6%. Proceeds deposited.
Received from A. L. Davis & Co., for sale on commission, 100 chests Tea, 70 lbs. each. Paid freight and drayage charges, $13.75.

14. Each partner withdrew for private use $35.
Bought House and Lot, No. 325 Ontario St., $3,500. Gave in payment a cheque for $2,000 and two notes at 60 and 90 days, with interest at 7%, for the balance.
Received cash from H. B. Taylor for bill of the 5th, less 3%.
Sold C. J. Bailey, on acct, 30 days, 30 chests Tea (from Davis' consignment), 300 bush. Potatoes, 5 tons Hay, 50 bush. Wheat.
Sold L. W. Brownell, 3/10, n/60, 915 lbs. Coffee, 12 boxes Cheese, 70 lbs. each, 315 doz Eggs.
Issued cheque to Chas. E. Meyer & Co. for Invoice of the 6th, less 5%.

17. Shipped W. R. Riddell & Co., to be sold on commission, 50 tons Hay, 20 bbls. Mess Pork.
Sold J. E. McCarthy & Co. for cash 30 chests Tea from A. L. Davis & Co.'s consignment.
Received the following Invoices of Mdse.:
Corliss, Coon & Co., Aug. 15, 3/10, n/30, $532.70.
Chas. E. Meyer & Co., Aug. 15, 4/10, n/60, $310.95.
Sold Jno. B. Richards, on acct., 10 days, 20 bbls. Flour, 8 bbls., 2,473 lbs., Sugar, 510 lbs. Ham, 2 tons Hay.
Received cash for note of July 15, due to-day.

18. Received from Geo. F. Bassett, on acct., a note in his favor by G. Robertson, dated July 26, at 60 days, for $250, less discount to maturity; his own note at 30 days, bearing interest at 6%, for $115.35, and cash to balance.
Took to our own account the balance of A. L. Davis' consignment at 34 cts. per lb.
Rendered A. L. Davis & Co. account sales of Tea received the 13th. Commission, 5%; insurance, $3.10; storage, ¼ ct. per lb. Proceeds remitted by note at 30 days.

Sold Henry B. Taylor for cash, less 2 , 500 lbs. Butter, 420 lbs. Cheese, 610 doz. Eggs, 15 bush Potatoes, 1 ton Hay.
Paid driver's wages to date, $15.
Received rent from Ontario St. Property, $35.
Paid for Insurance on same Property, $21.25.

19. Bought of H. Packard & Co., on acct , 1,000 bush. Wheat at 84½ cts. per bush., which we order them to ship direct to the Produce Com. Co. of Montreal to be sold on our account. They prepay freight, $21.
Sold D. H. Campbell, on acct , 30 days, 253 lbs. Ham, 6 bbls. Pork, 300 lbs. Butter, 10 bbls. Flour, 150 lbs. Coffee.
Drew a draft at 10 days on Jno. B. Richards for bill of the 17th.
Paid per cheque Invoice of the 11th from H. Packard & Co., less 3%

20. Paid cash for private bill of Wm. Ashdown, $18.73.
Prepaid 60 day note given Aug. 14, less discount at 6 . Issued cheque for amount due.
Received cash, $300, on acct., from J. E. McCarthy & Co.
Paid by cheque Invoice of the 11th received from Rimmer, Gunn & Co., less 5 %.

21. Sold Chas. B. Knox, on acct., 20 days, 100 bush. Potatoes, 50 doz. Eggs, 5 bbls. Pork, 65 lbs. Coffee, 1 bbl. Sugar, 319-20.
Sold Wm. J. Harrison for his note at 30 days, 60 tons Hay, 300 bush. Oats.
Bought of Rimmer, Gunn & Co. Mdse., as per Invoice of the 19th, $332.10. Gave in part payment D. H. Campbell's note received the 7th inst., less discount at 6 ; balance paid in cash.
Bought for Office use, Desk, $17.25; Chair, $3.55; Letter File, $1.30.

23. Sold Geo. F. Bassett & Co., on acct., 30 days, 10½ chests Tea, 35 lbs. each, 103 lbs. Butter, 66 doz. Eggs.
Paid H. Packard & Co , on acct , $300, per cheque.
Received cash from D. H. Campbell to balance bill of the 7th.
Received cash from L. W. Brownell for bill of the 14th, less 3%.

24. Drew at 20 days on Wm. Stephenson for bill of the 6th.
Received cash $500 from W. R. Riddell on account of shipment of the 17th.
Bought of Rimmer, Gunn & Co., as per invoice of the 22nd, on acct., 30 days, Mdse., $600.
Cash sales, $315.75.
Received cash for acceptance of July 6 due to-day.
Paid Chas. E. Meyer & Co. for bill of the 17th, less 4% discount.

25. W. J. Harrison prepaid note received the 21st, less discount at 6%. Proceeds deposited.
Sold Geo. A. Mitchell & Co. for cash, less 2%, 10 tons Hay, 215 bush. Oats, 3 bbls. Pork, 156 lbs. Ham.

Issued cheque to Corliss, Coon & Co. for bill of the 17th, less 3% discount.

Paid per cheque acceptance of the 12th in favor of Jno. Fitzgerald.

26. Received cash from Geo. A. Mitchell & Co. in full of acct.

Sold Henry B. Taylor for cash 20 chests Tea, 70 lbs. each.

Received account sales of shipment to W. R. Riddell & Co. Net proceeds, $1,053.80, less cash of the 24th, received per cheque.

27. Received a cheque for $500 from C. J. Bailey on acct.

Received net proceeds of shipment to the Produce Com. Co. by bank draft, $900.

Deposited $6,000.

28. Bought of H. P. Eckardt & Co. per cheque, less 4%, an invoice of Mdse., $1,753.17.

30. Paid freight bills to date, $33.18.

Paid E. M. Marble & Co. in full of acct. to date.

D. H. Campbell fails and we receive 25 cts. on the $1 in full settlement.

31. Paid driver's wages, $15; clerk's salary, $40; rent, $50; stable rent, $10.

Each partner withdrew for private use $20.

Inventories.

Mdse., $3,814.88; Horse and Waggon, $450; Furniture and Fixtures, $375; House and Lot, $3,500.

Special Instructions for September.

1. A new partner, Herbert C. White, will be admitted as per agreement with the present partners.
2. The two senior partners will be allowed a salary of $200 per month, and H. C. White $150 per month. The net gain or loss will then be divided as follows: Ashdown and Parker $\frac{3}{4}$ equally between them, and White the remaining $\frac{1}{4}$.
3. The Bill Book will now be used as a book of original entry and all acceptances or notes received or given out will be posted directly from it to the personal account affected. This will involve a special form of Bill Book in which a special column is provided for the account credited from Bills Receivable or account debited from Bills Payable. The total of each book at the end of the month will be posted to the Bills Receivable and Bills Payable respectively.
4. A Retail Department will be opened in charge of H. C. White. A separate set of books will be kept by this department for its sales and returns will be made each day under the heading of "Cash

Sales" to the book-keeper. A "Customer's, or Petty Ledger," such as used in July will be kept in the Retail Department by H. C. White.

5. A Branch store will be opened at No. 95 Queen St. in charge of Chas. A. Parker. An account will be kept with it, known as "Branch Store, No. 95 Queen St." This will be kept in the same manner as a personal account. All Mdse. bought for it will be charged to it directly instead of going through Mdse. account. A daily statement of receipts and expenditures will be given. The rent of the store will be $25 per month.

6. Follow the same method as in August. Be sure and keep the balance of Cash correct and see that the Bank balance in Check Book agrees with the same balance in the Cash Book. Keep special columns in Cash Book for Retail Department Sales, Branch Store Sales and Bank. Post at the end of each day. At the end of the month proceed as in August.

BUSINESS MEMORANDA.

Sept. 1. Herbert C. White invests as follows: Cash on deposit in Collegiate Institute Bank, $1,183.17; note of Wm. Pringle dated Aug. 14 at 90 days, with interest at 6%, for $320.50; note of Chas. Donnelly dated July 5 at 3 months, with interest at 5%, $210.90; 25 shares in Sovereign Bank of Canada at $125 per share; $\frac{1}{50}$ interest in the Niagara Central Electric Railway, $6,000; he owes Chas. B. Knox $325.10, on acct., on which there is interest due from Aug. 2; a note in favor of H. G. Kennedy for $515.50 dated Aug. 3 at 60 days.

2. Bought of Chas. E. Meyer & Co. bill of Aug. 29, terms 5/15, n/60, for branch store, $1,875.25.

Bought Refrigerator for retail department for cash, $65.25; Scales, $5.50, and Stationery, $3.10.

Bought per cheque Store Fittings for branch store, $115.30.

Bought of Copeland, Chatterson & Co., on acct., a set of Books for branch store, $35.75.

Received the following Invoices:

H. Packard & Co., Aug. 30, 4/10, n/30, $1,852.10.

H. P. Eckardt & Co., Aug. 30, 30 days, $915.33.

Cash sales, retail department, $105.10; branch store, $58.72.

Received cash for acceptance of Aug. 19 from J. B. Richards. Proceeds deposited.

3. In order to increase the scope of the business Ashdown & Parker each invest $1,500. This was deposited at once.

Sold Robt. D. Noble, on acct., 30 days, 5 tons Hay, 300 bush. Wheat, 315 lbs. Butter, 210 lbs. Coffee, 3 doz. Brooms.

Paid Rimmer, Gunn & Co. $350, on acct., per cheque.
The bank reports Chas. B. Knox's note of July 2 paid, with interest. Proceeds left on deposit.
Cash sales, retail department, $110.80; branch store, $99.72.

4. Prepaid note of Aug. 3 in favor of H. G. Kennedy per cheque, less discount to maturity.
Shipped Chas. E. Meyer & Co. for sale on commission, 50 bbls. Flour, 30 boxes Cheese, 70 lbs. each. We prepaid freight, $15.75.
Bought of Corliss, Coon & Co., bill dated Sept. 1, $752.75. Terms, draft at 10 days.
Paid freight to date, $45.50, of which $10.15 is to be charged to the branch store.
Cash sales, retail department, $231.22; branch store, $119.16.
Deposited $625.

6. Received cash from R. H. Bradley & Son in full of acct. to date.
Accepted draft at 6 days drawn by Chas. E. Meyer & Co. in their own favor for bill of the 2nd, less 5%.
Cash sales, retail department, $151.90; branch store, $110.82.

7. Took from store 1 ton Hay and 60 bush. Oats for horses.
Sold J. B. Richards, on acct., 10 days, 200 bush. Wheat, 70 bush. Pease, 95 bush. Oats, 10 tons Hay, 3 bbls. Pork, 10 doz. Brooms.
Received cash from Chas. B. Knox for note of Aug. 5. Proceeds deposited.
Paid for repairs to branch store, $19.50.

8. Accepted draft at 3 days sight drawn by Corliss, Coon & Co., for bill of the 4th.
Bought of Chas. E. Meyer & Co., for branch store, bill of Sept. 7, 3/10, n/60, $818.75.
Sold L. W. Brownell, on acct., 30 days, 10 bbls. Flour, 315 lbs. Cheese, 500 doz. Eggs.
Cash sales, retail department, $182.70; branch store, $191.20.

9. Received from A. L. Davis & Co., for sale on commission, 300 boxes Cheese, 70 lbs. each.
We paid freight on the consignment, $15.50.
Received the following invoices of Mdse. bought:
National Biscuit Co., terms cash, $582.75.
Rimmer, Gunn & Co., terms 30 days, $1,271.90.
Received account sales of shipment to Chas. E. Meyer & Co. Net proceeds, $461.50, placed to our credit.
Cash sales, retail department, $163.45; branch store, $123.75.

11. Issued cheque for acceptance of Aug. 9 in favor of H. P. Eckardt & Co.
Paid for insurance on branch store 1½%, on policy of $3,000.

Sold Chas. E. Meyer & Co., and shipped by their order to Jas. Wilson, London, 100 bbls. Flour; 800 lbs. Butter.

We prepaid freight on above, $52.15, per cheque. (Charge freight to Chas. E. Meyer & Co.)

Sold Geo. A. Mitchell & Co., on acct., from A. L. Davis & Co.'s consignment, 100 boxes Cheese, 70 lbs. each.

Cash sales, retail department, $94.50; branch store, $187.65.

Deposited $500.

13. Sold E. M. Marble & Co., 20 days, 30 boxes Cheese (from Davis' consignment), 12 bbls. Flour, 500 lbs. Butter.

Paid note of Aug. 3 in favor of Ed. B. Grossman & Co., with interest from date of maturity.

Received from L. W. Brownell a note at 60 days for bill of the 8th bearing interest at 6%.

14. Paid, per cheque, acceptance of the 8th in favor of Corliss, Coon & Co.

Paid salaries to date, $65; driver's wages, $15; shoeing horses, $2.10.

Each partner withdrew for private use $30.

Cash sales, retail department, $215.55; branch stores, $99.72.

15. Sold the remainder of Davis' consignment to Chas. E. Meyer & Co. on acct.

Rendered account sales: Commission, 4½%, storage, 1½c. per box.

Proceeds remitted by bank draft purchased with cheque.

Issued cheque to Chas. E. Meyer & Co. for acceptance of the 6th.

Cash sales, retail department, $188.72; branch store, $134.56.

16. Received cheque from C. J. Bailey in full of acct. to date.

By a fire in our warehouse our Mdse. was partially damaged. We receive $910 insurance.

Drew a draft at 30 days on Chas. E. Meyer & Co., in favor of Courtice Bros. Co., for $596.15.

Cash sales, branch store, $110.82.

Deposited Bailey's cheque and $500 cash.

17. Received half-yearly dividend of 4% on Sovereign Bank Stock. (Cr. dividend.)

Sold Geo. F. Bassett 100 bbls. Flour, 500 bush. Wheat, 310 doz Eggs. Received in payment two notes at 60 and 90 days for $325 each. The balance on account.

Cash sales, retail department, $112.10; branch store, $133.19.

18. Received rent for House and Lot, $35.

Paid for repairs to delivery waggon, $2.25.

Branch store sends in a note at 30 days received Sept. 17 from Chas. Donnelly for $92.15.

Cash sales, retail department, $173.20; branch store, $192.58.

20. Sold the following bills of Mdse.:

Henry B. Taylor, on acct., 30 days, 15 tubs, 472 lbs., Butter, 15 boxes Cheese, 70 lbs. each, 5 chests Tea, 70 lbs. each, 5 doz. Brooms.

Wm. Stephenson, 10 days, less 4%, 12 bbls. Flour, 10 cases Eggs, 50 doz each, 3 bbls. Pork, 517 lbs. Ham.

Accepted a draft by Rimmer, Gunn & Co. at 15 days sight for bill of the 9th.

Received cheque from Geo. F. Bassett for note of Aug. 18, with interest.

Renewed our note of Aug. 18 in favor of A. L. Davis & Co. by giving a cheque for $1,200 and a new note at 60 days, with interest included.

Cash sales, retail department, $172.53; branch store, $102.92.

Deposited Bassett's cheque and cash, $275.45.

21. Drew on Geo. F. Bassett, in full of acct. to Aug. 31, in favor of H. P. Eckardt & Co.

Bought a bank draft with cash and sent it to Copeland, Chatterson & Co., in full of acct. (Bank charges 25 cents.)

Received from J. B. Richards, on acct., a cheque for $\frac{1}{2}$ of his account and a sight draft on C. J. Bailey for the balance, which he pays.

Cash sales, retail department, $153.90; branch store, $62.59.

Deposited cash, $695.74.

22. Bought a bill of Mdse. of Chas. E. Meyer & Co., $583.12, and gave in payment G. Robertson's note of July 26, less discount to maturity; our own note at 30 days, with interest, for $150, and drew on E. M. Marble & Co. for the balance due.

Cash sales, retail department, $88.79; branch store, $66.55.

23. Accepted a draft at 10 days drawn by Rimmer, Gunn & Co. in favor of H. Packard & Co. for balance of bill of Aug. 24.

Paid freight bills to date per cheque, $72.15.

Wm. Ashdown withdrew, per cheque, $35; C. A. Parker, $40, and H. C. White, $30, on account of salary.

Received from Niagara Central Railroad our share of net earnings for month, $75.

Cash sales, retail department, $210.92; branch store, $125.70.

24. Sold C. J. Bailey, 30 bbls. Flour, 24 Hams. 278 lbs., 310 doz. Eggs, 189 lbs. Butter, 3 boxes Cheese, 68, 70. 71 lbs. Received in part payment A. L. Davis & Co.'s acceptance of Aug. 27 at 60 days, less discount to maturity, for $89.50; a contra account against H. C. White for $15.50, which the firm assumes; the balance on account.

Received cheque for Wm. Stephenson's acceptance of Aug. 24,

with interest from date of maturity. The cheque was deposited.

Cash sales, retail department, $110.92; branch store, $92.73.

25. Bought a bill of Stationery from Copeland, Chatterson & Co. for cash, $10.75.

Paid for advertising for month to the "Star Printing Co.," $33.15.

Drew at sight on E. M. Marble & Co., in full of account, and remitted to H. P. Eckardt & Co. on account.

Cash sales, retail department, $110.72; branch store, $119.85.

27. Deposited cash sales of the 25th.

Received cash from J. E. McCarthy & Co., in full of acct. to date.

Received a consignment of 50 bbls. Pork from Chas. E. Meyer & Co. for sale on commission We pay freight, $33.50, and drayage, $2.25.

Issued cheque to H. Packard & Co., in full of account to Aug. 31.

We accept their draft at 30 days sight for ½ of bill of Sept. 2. (No discount as bill is overdue.)

Cash sales, retail department, $142.55; branch store, $133.49.

28. Received a note at 10 days, with interest at 7%, from Robt. D. Noble for bill of Aug. 12.

Sold Henry Smith, on acct., from Chas. E. Meyer & Co.'s consignment, 20 bbls. Pork.

Accepted draft at 20 days by Chas. E. Meyer & Co., on acct. of consignment, for $500. We prepay the draft, less discount at 6%, by cheque.

Bought of Courtice Bros. Co. Mdse., as per invoice, $1,782.55. We accept their 30-day sight draft for ½ the amount; balance on acct.

Cash sales, retail department, $202.80; branch store, $85.92.

29. Drew a draft at sight on Wm. Stephenson for bill of the 20th, less 4%, and transferred it by special endorsement to the National Biscuit Co.

Sold Geo. F. Bassett the balance of Chas. E. Meyer & Co.'s consignment. We receive in part payment our acceptance of Sept. 23 in favor of H. Packard & Co., less discount to maturity; the balance on acct.

Paid driver's wages, $15; book-keeper's salary, $40. Clerk's salary, $65; stable rent, $10. Issued cheque for total in firm's name.

Cash sales, retail department, $98.50; branch store, $157.93.

30. Rendered account sales of Meyer's consignment: Commission, 5%; storage, 3 cts. per bbl.; insurance, $1.25. Proceeds, less draft of the 28th, to the credit of Meyer's account.

Paid rent of store, $50, per cheque; rent of branch store, with cash, $25; gas bill, with cash, $3.15.

Credit each partner for his month's salary.

Cash sales, retail department, $282.70; branch store, $199.50 Deposited $9,000.

Inventories:

Furniture and Fixtures, allow 10% off.	
Horse and Waggon acct., " 5% " (last inventory).	
House and Lot	$3,525 00
Mdse.	5,024 22
Branch Store: Mdse.	347 29
Branch Store: Furniture and Fixtures	130 75
Niagara Central Railroad	6,000 00
Bank Stock, per share	130 00

Special Instructions for October.

1. Fred. E. Robinson will now be admitted as a partner. Each partner will receive interest at 6% on his investment and pay interest at 6% on withdrawals. The Net Loss or Gain will be divided equally. The new partner will take charge of the books and act as Office Manager. He will receive a salary of $200 per month.
2. The firm will act as the agent of Hedley Shaw Milling Co. For this they will receive a uniform commission of 5% on sales. The firm makes 4 brands of Flour as follows (with price lists):

"Pearl,"	per bbl.,	$3 65	$3 70	$3 75	$3 80
"Mikado,"	" "	3 90	3 95	4 00	4 05
"Calla,"	" "	4 10	4 15	4 20	4 25
"Bakers',"	" "	4 15	4 20	4 25	4 30

A special column will be kept in the Sales Book for sales of this Flour.

3. In order to save some work the returns for "Cash Sales" from the retail department will now be made weekly instead of daily. The use of the special column in the Cash Book for these sales will be discontinued, as will also the special column for branch store sales. Special columns for Interest and Discount debits and credits will be used along with the bank columns.
4. The Mdse. Account as such will be discontinued and broken up into the following: (*a*) Purchases Account for all Mdse. bought and purchases returned. (*b*) Sales Account for all sales and sales returned. The Mdse. Discount Account will be continued under the headings of (*a*) Discount on Purchases and (*b*) Discount on Sales.
5. The same books will be used and the same method will be followed as before. The pupils are urged to rely upon themselves and be independent of the teacher. Make out the usual statements, and close the Ledger.

BUSINESS MEMORANDA.

Oct. 1. Fred. E. Robinson invests cash $10,500. This was deposited at once.

Chas. A. Parker agrees to take over the Branch Store. He buys the Mdse. and Fittings at Inventory prices. The amount is charged to his partner account. (His salary now ceases.)

Bought of Chas. E. Meyer & Co. Mdse. as per invoice, $3,275.85. We paid for ⅓, less 5% discount, per cheque.

Shipped L. L. Brown, Toronto, for sale on commission, 2,000 lbs. Butter, 1,500 doz. Eggs. We prepay freight, $39.52, per cheque.

Sold C. J. Bailey, on acct., 60 days, 12 doz. Brooms, 582 lbs. Ham, 196 lbs. Bacon, 36 bbls. Flour.

Drew on G. A. Mitchell & Co., at 3 days, on acct., $125.

2. The following sales of "Hedley-Shaw" Flour are reported:

H. P. Eckardt & Co., on acct., 10 days, 23 bbls. "Pearl," 150 bbls. "Calla," 100 bbls. "Mikado."

C. G. Turner, Windsor, draft at 30 days, 100 bbls. "Bakers'," 50 bbls. "Pearl," 25 bbls. "Calla."

Bought of Stevens & Hepner, Port Elgin, an invoice of Brooms, $589.50, which they ship per our order to A. L. Hampton, Ottawa, for sale on commission. They charge freight, $19.70, to our account.

Cash sales "Hedley-Shaw" Flour, $215.20.

Cash sales, retail department, $283.75.

4. Received from Geo. Mitchell & Co., to balance acct., note at 90 days, on acct., for $317.50, and a sight draft on Chas. E. Meyer & Co., which by their request we charge to their account.

Drew on C. H. Turner, Windsor, for bill of the 2nd as per terms of sale.

Received from Ed. H. Keating, Buffalo, for sale on commission, 100 bbls. Sugar, averaging 298 lbs. per bbl., invoiced at 3¼ cts. per lb. We pay freight, $65.30, and duty, 20%.

Sold Chas B. Knox, 30 days, or 10 days less 3%, 75 bbls. "Pearl," Flour, 50 bbls. "Mikado," 50 bbls. "Bakers'."

5. Drew the following drafts and left them at the Bank for collection:—Henry Smith, for bill of Sept. 28, at 30 days sight; Robert Noble, for bill of Sept. 3, at sight.

NOTE.—No entry is made until Bank reports them paid. Make a memo. in account that such drafts have been drawn, however.

Sold J. E. McCarthy & Co., terms cash, 350 lbs. Coffee, 10½ chests tea, 35 lbs. each, 512 lbs. Butter, 3 doz. Brooms, 78 bush. potatoes.

Sold Wm. J. Thompson, Orillia, on acct., 30 days, 150 bbls. "Calla" Flour, 50 bbls. "Mikado," 20 bbls. "Bakers'."

Paid per cheque, Hedley-Shaw Milling Co., on acct., $2,000.

6. Sold R. H. Bradley & Son 30 bbls. Sugar, 8,940 lbs., from Keating's consignment. We receive in payment their note at 30 days which we discount at once at the Bank. Proceeds left on deposit.

Bought on open market, for cash, 5 loads, 250 bush., Potatoes at 49 cts. per bush.

Our present premises becoming too small we purchased from Thos. Nihan stores Nos. 91 and 93 St. Paul St. for $12,250. We gave him in payment our property, No. 324 Ontario St., at $4,000, a cheque for $2,500, and two notes at 60 and 90 days, with interest at 7%, for $1,250 each; the balance by mortgage, which bears interest at 5% per annum, payable half-yearly. (Cr. mortgage payable.) We pay rent for old premises to date, $9.25.

7. Sold Chas. E. Meyer & Co., on acct., 20 bbls., 5,960 lbs., Sugar from Keating's consignment.

Received account sales on shipment to L. L. Brown, Toronto. Net proceeds of ½ shipment, $275, received by bank draft which we deposit.

Received cheque from Geo. A. Mitchell for draft of the 1st Oct.

Bought of Rimmer, Gunn & Co., on acct., 30 days, an invoice of Cheese, $352.78.

Accepted draft at 60 days sight, drawn by E. H. Keating, in favor of First National Bank, Buffalo, for $375.

8. Sold for cash, 10 bbls., 2,980 lbs., Sugar from Keating's consignment.

The Bank reports draft on Henry Smith accepted Oct. 7, and the sight draft on Robt. Noble as paid and proceeds placed to the firm's credit. (Ex. ⅛%.)

Drew on Chas. B. Knox at 3 days for bill of the 4th, less 3%.

Bought of H. P. Eckardt & Co., 3/15, n/60, Mdse. as per invoice, $1,325.76.

Received from C. Donnelly cash for note of July 5, with interest.

Issued cheque for acceptance of Sept. 20 in favor of Rimmer, Gunn & Co.

9. Chas. E. Meyer & Co. report the Sugar purchased on the 7th as below grade. We allow them a rebate of ⅛ cts. per lb.

Took to our own stock 25 bbls., 7,450 lbs., Sugar from Keating's consignment at invoiced price. (Invoice book.)

Sold Henry Smith, 3/15, n/30, 215 bush. Wheat, 90 bush. Oats, 15 tons Hay.

Paid driver's wages, $7.50; clerk's salary, $12. Each partner withdrew for private use, on account of salary, $30.

The driver reports 2 tons Hay and 25 bush. Oats taken from stock for use of horses.

Cash sales, retail department, for week, $583.91.

11. Sold J. E. McCarthy, on acct., 15 days, the balance, 15 bbls., 298 lbs. each, Sugar, from Keating's consignment.

Sold Geo. A. Mitchell & Co., on acct., 30 days, 50 bbls. "Mikado" Flour, 35 bbls. "Calla" Flour.

The bank reports Robt. D. Noble's note of Sept. 28 paid, with interest. Proceeds placed to our credit.

Bought of Peoples' Coal Co., per cheque, 15 tons Coal at $6.50 per ton.

Sold C. J. Bailey for note at 30 days, 12 bbls. Pork, 30 bbls. Flour, 18 chests, 70 lbs. each, Tea, 28 boxes Cheese, 1,857 lbs., 20 Hams, 247 lbs. We discounted the note at the bank and proceeds deposited

12. Rendered E. H. Keating an account sales of Sugar received Oct. 4. Commission, 3%; storage, $2; insurance, $1.95; drayage, $3.80. Proceeds remitted per cheque, less draft of the 7th.

Sold Jas. Martin, Kingston, on acct., 30 days, 30 boxes Cheese, 70 lbs. each, 20 doz. Brooms, 4 cases, 75 doz. each, Eggs, 15 bbls. Flour.

Discounted C. Donnelly's note of Sept. 17 at the bank. Proceeds left on deposit.

Sold Henry Smith, 65 bbls. Sugar, 297 lbs. each. Received in payment an accepted draft by Jno. King, dated Oct. 2, at 60 days, for $642.75, less discount to maturity, and cash for balance.

13. Sold Samuel L. Davis, Belleville, 3/10, n/30, 30 bbls. "Pearl" Flour, 35 bbls. "Mikado," 60 bbls. "Bakers'."

Sold Henry B. Taylor, 50 bush. Potatoes, 6 sacks, 509 lbs. Coffee, 12 bbls., 3,754 lbs., Sugar, 486 lbs. Butter. Received in payment a cheque for $\frac{1}{2}$, less discount 5%, and a note at 30 days for the balance.

Issued cheque in full of acct. to Stevens & Hepner for bill of Oct. 2. They allow 2% discount on the invoice.

Returned to Rimmer, Gunn & Co. 8 boxes of Cheese which were below grade. They allow us a rebate of $49.56.

14. Sold Geo. E. Marshall, Barrie, on acct., 30 days 100 bbls. "Mikado" Flour, 10 chests Tea, 700 lbs., 3 bbls. Pork, 12 Hams, 156 lbs.

Insured our premises for $10,000 for 3 years at 1%. Paid premium with cheque.

Received net proceeds of the remaining part of shipment to L. L. Brown. Proceeds, $241.70, received in cash.

Issued cheque to Hedley-Shaw Milling Co., on acct., $2,500.

Received cheque from Chas. B. Knox for draft of Oct. 8. Cheque deposited.

15. Received the following Invoices of Mdse.:
National Biscuit Co., 60 days, 4/15, $1,372.80.
Corliss, Coon & Co., Oct. 13, 5/10, n/30, $982.50.
We issue cheques for the above bills, less discounts.
Paid freight bills to date, $102.15.
Placed $25 to the account of Petty Cash Book. (Debit Expense.)

16. We pay Chas. E. Meyer & Co. the balance of bill of Oct. 1, as follows: We transfer to them by special endorsement C. H Turner's draft of Oct. 4, less discount to maturity; a 30-day draft on Henry B. Taylor for bill of Sept. 20; a draft at 30 days on Jas. Martin for $234.50; we issue a cheque for the balance due, including the discount on Taylor's and Martin's drafts.
Paid driver's wages, $7.50, and clerk's salary, $12 Each partner withdrew, per cheque, $30, on acct. of salary.
Cash sales, retail department, $610.25.

18. Sold R. H. Bradley & Son, 50 bbls. "Pearl" Flour, 35 bbls. "Mikado," 10 bbls. "Bakers'." Received in payment a sight draft on John King, which is paid.
Paid Chas. B. Knox in full of acct. to date.
Paid taxes on St. Paul St. Property, $241, per cheque.
A. L. Hampton reports that owing to a fire in his premises part of shipment was destroyed. He encloses net proceeds, $150, for part sold, per bank draft.
Deposited cash sales of the 16th and bank draft received from A. L. Hampton.

19. Sold L. W. Brownell for cash, less 3%, 75 bush. Potatoes. 5 tons Hay, 70 bush. Oats, 5 bbls. Pork. 92 lbs. Ham.
Issue cheque to H. P. Eckardt & Co. to balance acct. to Oct. 8. They allow 3% off bill of the 8th.
Chas. A. Parker withdrew from the business $5,000. We pay the same by cheque.
Cash sales, "Hedley-Shaw" Flour, $352.90.

20. Sold Chas. B. Knox for note at 60 days, 50 bbls. "Pearl" Flour, 56 bbls. "Bakers'."
Received from The McAllister Milling Co., of Peterboro', an invoice of Wheat at 71 cts. per bush., 4,500 bush., which they purchased for us. We remit them a certified cheque (Exchange $\frac{1}{8}$%) for the amount, less 1% discount. They charge $2\frac{1}{2}$% commission.
Bought of Fearman & Co., Hamilton, bill of Oct. 19, 3/10, n/60, $385.70.

We allow J. E. McCarthy & Co. a rebate of 3 cts. per lb. on the Butter sold them on the 5th inst.

21. Paid Courtice Bros. Co. balance of bill of Sept. 28, as follows: A draft at 20 days on Geo. E. Marshall for $315; a draft at 10 days on William J. Thompson for $493, and a bank draft purchased with cash for the balance (Exchange $\frac{1}{8}$ %).

Sold ½ of our interest in the Niagara Central Electric Railway for $3,250. Proceeds deposited.

Sold E. M. Marble & Co., on acct., 30 days, 110 bbls. "Calla" Flour, 90 bbls. "Bakers'," 75 bbls. "Pearl."

22. Paid freight on Wheat purchased from The McAllister Milling Co., $72.15. We ship the Wheat to Fred E. Bacon, Buffalo, to be sold on commission for us. We invoice it at 78 cts. per bush. and prepay freight, $31.73.

Bought per cheque 25 shares Sovereign Bank Stock at $110 per share.

Received from C. J. Bailey cash to balance bill of Sept. 24.

23. Received the following Invoices of Mdse.:

Courtice Bros. Co., Oct. 21, 3/10, n/60, $1,663.70.

W. A. Griffiths & Co., Oct. 22, 5/15, n/30, $833.25.

Paid freight on the above bills, $49.25.

Received $200 from Samuel E. Davis, on acct., less 3%. (Refer similar entry Oct. 26.)

Received cash from Henry Smith for bill of the 9th, less 3% discount.

Paid driver's wages, $7.50, and clerk's salary, $12.

Cash sales, retail department, $713.83.

"Hedley-Shaw" Flour, $315.60.

25. Drew at 30 days on Fred E. Bacon, Buffalo, for $1,000, on account of shipment, and left at the bank for collection. (Refer Oct. 5.)

Paid National Biscuit Co. cash to balance account.

Accepted a draft at 30 days by W. A. Griffiths & Co. for bill of the 23rd.

Paid per cheque our note of Sept. 22 in favor of Chas. E. Meyer & Co., with interest.

26. Sold L. C. Lockwood, Whitby, draft at 30 days, 12 chests Tea, 834 lbs., 10 boxes Cheese, 70 lbs. each, 308 lbs. Ham, 112 lbs. Bacon.

Issued cheque for $300 to Fearman & Co. in part payment of bill of the 20th.

NOTE.—Allow for the 3% discount. The face of the cheque is 97% of the amount Fearman & Co. must be debited for.

Accepted draft at 3 days sight by Courtice Bros. Co. in their own favor for ½ of Invoice of Oct. 23, less 3% discount.

27. Sold Robt. D. Noble, on acct., 20 days, 3% 10 days, 30 doz. Brooms, 35 bush. Potatoes, 15 Hams, 216 lbs., 20 boxes Cheese, 70 lbs. each, 60 bbls. "Pearl" Flour.

Sold R. H. Bradley & Son, on acct., 10 days, 10 sacks Coffee, 193 lbs. each, 10 chests Tea, 70 lbs. each, 3 bbls., 312-19, 317-20, 322-18, Sugar, 2 tubs, 117 lbs. each, Butter.

Drew a draft at 30 days sight on L. C. Lockwood for bill of the 26th inst. Discounted at the Bank. Proceeds placed to our credit. (Exchange, $\frac{1}{8}$%.)

Paid H. Packard & Co. cash, on acct., $250.

28. The Bank reports our draft on F. E. Bacon as accepted on the 27th and paid, less 33 days' discount. They credit us for the proceeds. (Bank charges $\frac{1}{4}$%.)

Sold Jas. Martin, 100 bbls. "Pearl" Flour, 75 bbls. "Calla," 30 bbls. "Bakers'." According to his instructions we draw on him through the Bank for $\frac{1}{3}$ of the amount at 10 days, less 5%. The balance on account.

We allow Jas. Martin a rebate of $\frac{1}{2}$ a cent per lb. on the Cheese and $\frac{3}{4}$ of a cent per doz. on the Eggs sold them on the 12th.

29. Sold the following bills:

L. W. Brownell, on acct., 15 days, 300 bush. Corn, 425 bush. Wheat, 115 bush. Oats, 15 tons Hay.

John B. Richards, on acct., 30 days, 50 bbls. "Pearl" Flour, 75 bbls. "Mikado," 60 bbls. "Bakers'," 912 lbs. Butter, 310 doz. Eggs.

The Bank reports that L. C. Lockwood has dishonored draft of the 27th. They charge the draft back to our account and credit us for 31 days' discount.

Received cash from A. L. Davis & Co. for acceptance of Aug. 27.

30. Sold Chas. E. Meyer & Co., on acct., 10 days, 300 bbls. "Pearl" Flour. Per their order we ship direct to Alfred J. Smith, London. We prepay freight to Montreal, $41.15; per steamer "Tunisian," $28.36; insurance, $\frac{1}{2}$%.

Paid driver's wages, $7.50, and clerk's salary, $12.

Cash sales, retail department, $772.58.

"Hedley-Shaw" Flour, $583.72.

Upon our request H. Packard & Co. allow our acceptance of Sept. 27 to stand 3 days.

31. Received from Chas. E. Meyer & Co., a bank draft for $\frac{1}{2}$ of the invoice of the 30th. They also pay the freight and insurance.

Settled our acceptance of Sept. 28 in favor of Courtice Bros. Co. by giving a cheque for $400 and a new note at 10 days for the balance with interest at 6% included in its face.

Charge commission owing by Hedley-Shaw Milling Co. to their account. (Credit commission.)

Calculate the interest owing to and by each partner and make Journal entry to adjust without passing through interest account.

Credit Wm. Ashdown, H. C. White and F. S. Robinson with their salary as per agreement.

Charge Hedley-Shaw Milling Co. $49.18 for drayage for the month. (Cr. charges.)

Inventories:

Mdse.	$ 7,873 62
Furniture and Fixtures, allow 10% off.	
Horse and Waggon	400 00
Shipment to F. E. Bacon	2,510 00
Personal acct. Receivable, allow 5% for bad debts	
Bills Receivable, allow 3% off for bad debts	
Freight and Drayage, unpaid	12 62
Property Nos. 91 & 93 St. Paul St	12,250 00
Expense.—Coal on hand, 12 tons at $6.50	
Insurance prepaid	97 50
Niagara Central Electric R. R	3,000 00
Sovereign Bank Stock, $125 per share	
Interest due on mortgage payable	10 63

Special Instructions for November.

1. Chas. A. Parker withdraws from the business. The settlement is given in the Business Memoranda. The remaining partners will then pay and receive from each other such amounts as will make their investments equal. They will then share in the Losses and Gains equally. Their salaries will remain as before.

2. Special attention will be paid this month to the handling of notes and drafts. Special care must be taken in reckoning all interest and discount amounts that the exact number of *days* is taken. Less attention will now be paid to the Sales and Invoice Books. Special care must be taken to properly record all notes in the Bill Book when they are disposed of. Special columns will be kept in the Cash Book for Interest, Dr. and Cr.; Exchange, Dr.; Bank, Dr. and Cr.

3. By a special arrangement with the Bank they agree to discount all drafts drawn on our customers and to place the proceeds to our credit. They will charge a uniform rate of Exchange of $\frac{1}{8}$% on all collecting and discounting they do for us. Charge this to Bank Charges or Collection and Exchange. They also charge $\frac{1}{8}$% on all cheques, except from local customers, which are deposited to our account.

4. The same books will be used and the same methods followed as last month. When the posting is complete take off the Trial Balance, make out the usual statements and close the Ledger.

BUSINESS MEMORANDA.

Nov. 1. Chas. A. Parker withdraws from the business with the consent of his fellow partners. In settlement he is given two notes at 30 and 60 days for $2,500 each and a cheque to balance. The remaining partners pay to and receive from each other such amounts as will make them equal partners, with the total capital the same as after Chas. A. Parker withdrew.

Renewed our acceptance of Oct. 26 in favor of Courtice Bros. Co. by giving them a sight draft on Wm. Thompson for balance of his account, and accepting their draft at 10 days for the balance. We pay cash for 13 days' interest on new draft.

2. Renewed our note of Sept. 27 in favor of H. Packard & Co. by paying cash $500 and giving them a new note at 10 days for the balance, with interest included in its face.

Sold W. A. Griffiths & Co. draft. 15 days, less 3%, 60 bbls. "Pearl" Flour, 75 bbls. "Mikado," 30 bbls. "Bakers'."

Drew at 20 days on E. M. Marble & Co., for $676.05, in favor of ourselves and transferred it to H. Packard & Co., on acct., by special endorsement.

Discounted our own note at 15 days at the Collegiate Institute Bank for $1,500. Proceeds placed to our credit. We leave as collateral security G. Bassett's notes of Sept. 17, H. B. Taylor's note of Oct. 13, Jas. Martin's draft of Oct. 28, and Henry Smith's draft of Oct. 7. (Debit "Bank Collateral Account;" Credit "Bills Receivable.")

Drew on W. A. Griffiths & Co. for bill of the 2nd per agreement. Left it at the Bank for discount. Proceeds placed to our credit.

G. A Mitchell & Co. prepaid note of Oct. 4, less discount at 7% to maturity. Proceeds deposited.

Sold Wm. J. Thompson, on acct., 30 days, 15 bbls. Sugar, 298 lbs. each, 12 sacks of Coffee, 192 lbs. each, 400 doz. Eggs, 3 doz. Brooms.

4. Received cash from Geo. F. Bassett for half his account, and he instructs us to draw on him at 10 days for the balance. We do so, and left it at the Bank for discount. Proceeds credited to our account.

Received net proceeds, per bank draft, of shipment to Fred E. Bacon, less draft of Oct. 27, $2,916.35. Deposited the bank draft.

Purchased a bank draft, per cheque, and endorsed to Courtice Bros. Co. for balance of invoice of Oct. 23. (Exchange, $\frac{1}{8}$%.) They allow us the discount of 3%.

5. Drew on Wm. J. Thompson at 30 days for bill of the 3rd, and left it at the Bank for collection. (Refer Oct. 5.)

Paid Hedley-Shaw Milling Co., on acct., per cheque, $750.

Received a letter from L. C. Lockwood stating that our draft had been dishonored through an error and enclosing cheque for amount of the bill. We deposited the cheque.

Received cash, $500, on acct., from Chas. E. Meyer & Co.

6. Accepted a draft at sight drawn by Rimmer, Gunn & Co for bill of Oct. 7, less returns of Oct. 13.

Bought of Stevens & Hepner, Port Elgin, an Invoice of Brooms. Terms 5/10, n/30, $718.58.

Paid driver's wages, $7.50; clerk's salary, $12.

The driver reports 30 bush. Oats and 2 tons Hay taken for use of horses.

Cash sales, retail department, $703.29.

"Hedley-Shaw" Flour, $219.30.

8. The Bank reports that our draft of the 5th on Wm. J. Thompson is accepted and that the net proceeds have been credited to our account.

Accepted a draft at 6 days drawn by Stevens & Hepner, less 5%, for bill of Nov. 6.

Deposited cash sales of the 6th, less $25 placed in the Petty Cash drawer. (Dr. Expense.)

Sold C. H. Turner for cash, less 2%, 12 bbls. Sugar, 297 lbs. each, net, 40 cases Eggs, 75 doz. each, 13 sacks Coffee, 188 lbs. each.

9. The Bank reports Henry Smith's draft of Oct. 7 as paid and proceeds deposited. (Cr. Bank Collateral Account.)

The Bank charges draft of Nov. 6 in favor of Rimmer, Gunn & Co. to our account.

Sold Chas. B. Knox, 5% 10 days, on acct., 30 days, 1 carload, 18 tons, Hay, 1 carload, 912 bush., Oats, 156 bush. Potatoes. He informs us that he will accept a draft so as to take advantage of the discount.

10. The Bank reports that Jas. Martin has dishonored his acceptance of Oct. 28. We charge the draft back to his personal account and draw on him at sight for the face of the draft. We left it at the bank for collection.

Drew on Chas. B. Knox at 6 days for bill of the 9th, less 5% discount. Left it at the Bank for collection.

Sold Geo. E. Marshall for cash, less 2% and 3%. 100 bbls. "Pearl" Flour, 50 bbls. "Calla," 50 bbls. "Bakers'." We prepay freight for them, $34.15.

11. Received from Jas. Martin $100 cash on acct.

Bought the following Invoices of Mdse.:

H. Packard & Co., Nov. 9, 5/10, n/30, $1,252.72.

Courtice Bros. Co., Nov. 9, 5/15, n/30, $812.60.

Paid freight on the above, $33.92. Duty 20% on Courtice Bros. Co.'s Invoice.

Cash sales, "Hedley-Shaw" Flour, $192.60.

12. Received a cheque from Geo. E. Marshall for balance of bill of Oct. 14. We deposit the cheque.

Received cash from Sam. L. Davis to balance his account.

Sold Geo. F. Bassett, on acct., 30 days, 50 bbls. "Pearl" Flour, 12 bbls. Sugar, 297 lbs. each, net, 3 bbls. Pork, 10 half chests Tea, 35 lbs. each, 415 lbs. Cheese, 310 lbs. Butter.

The Bank reports draft on Chas. B. Knox accepted Nov. 10.

13. The Bank reports that Jas. Martin has paid the sight draft drawn on the 10th inst. They credit us for the proceeds.

Drew at sight on L. W. Brownell in favor of ourselves and endorsed it to Courtice Bros. Co. to retire their note of Oct. 31.

Paid driver's wages, $7.50; clerk's salary, $12. Each partner withdrew on account of salary, $25.

Cash sales, retail department, $812.70.

15. L. W. Brownell paid note of Sept. 13, with interest due to-day, per cheque.

Wm. Pringle renews his note of Aug. 14 by paying cash $150, and giving us a new note at 30 days with interest on old and new notes included on its face.

The Bank reports that Henry B. Taylor's note of Oct. 13 left as security is paid. Proceeds to our credit.

Paid H. Packard & Co.'s note of Nov. 2 by drawing on E. M. Marble & Co., at sight, for balance of their account, and paying cash for the balance. (Cash Book Entry.)

Paid Courtice Bros. Co. acceptance of the 1st by transferring to them Wm. Pringle's note received to-day, less discount to maturity, and paying cash for balance.

16. Sold the following bills of Mdse. :

C. J. Bailey draft at 10 days, less 3% : 75 bbls. "Calla" Flour, 35 bbls. "Bakers'," 40 bbls. "Mikado."

Chas. E. Meyer & Co., on acct., 30 days, 3%, 10 days : 200 bbls. "Pearl" Flour, 150 bbls. "Bakers'." We shipped per their order to H. Packard & Co. Prepaid freight per steamer "Ocean," $75.60.

Deposited $600 and Brownell's cheque of the 15th.

17. Drew on C. J. Bailey at 6 days, for bill of the 16th, less 3%. Discounted the same at the Bank and had proceeds deposited.

The Bank charges draft of Nov. 8 in favor of Stevens & Hepner to our account.

Paid for putting plate-glass windows in our store, $352.16 ; painting store front, $15.75. Issue cheque for the amount.

For the accommodation of Stevens & Hepner, Port Elgin, we

endorse their note at 60 days for $750. Debit Contingent Account. (Credit Accommodation Bills Payable.)

18. Issued cheque to H. Packard & Co. for ½ of bill of the 11th, less 5%, and drew at 20 days on Geo. F. Bassett for $400, and on Chas. E. Meyer & Co., at 15 days, for the balance.

Paid street-watering rates for 2 months, $1.95.

Bought an invoice of Wheat of The McAllister Milling Co., on acct., $823.17. We pay freight, $12.70.

Paid Hedley-Shaw Milling Co., on acct., per cheque, $500.

19. The Bank reports Geo. F. Bassett's 60-day note of Sept. 17 paid and proceeds deposited. We also had their 90-day note of the same date discounted and proceeds deposited.

Upon their request we renew W. A. Griffiths & Co.'s acceptance of Nov. 3 upon their paying cash for ½ of the acceptance and giving us a new note at 6 days for the balance. We retire the old note at the Bank by cheque.

The Bank reports our draft of the 10th on Chas. B. Knox paid and proceeds deposited.

20. Retired our note of Nov. 2, due to-day at the Bank, by cheque.

Discounted at the Bank John King's draft of Oct. 2, and had proceeds deposited.

Paid driver's wages, $7.50; clerk's salary, $12. Each partner withdrew, on acct. of salary, $15 per cheque.

Cash sales, retail department, $618.53; "Hedley-Shaw" Flour, $292.70.

Paid for repairs to stores, $19.76, per cheque to Begg & Son.

22. Retire our note of Sept. 20 in favor of A. L. Davis & Co., by giving cheque for ½ of the face of the note and accepting their draft at 15 days for the balance, with interest added.

Sold Henry B. Taylor, on acct., 65 bbls. "Pearl" Flour, 350 bush. Wheat, 94 bush. Oats, 3 bbls. Mess Pork.

Received invoice of Mdse. purchased from Courtice Bros. Co., $515.80. Terms, 30 days.

23. Received from Chas. E. Meyer & Co. a cheque for $900, on acct. of bill of the 16th, less 3%.

Issued cheque to Courtice Bros. Co., for bill of Nov. 11, less 5%.

Sold Wm. Stephenson, on acct., 30 days, 3 tubs Butter, 62 lbs. each, 6 cases of Eggs, 75 doz. each, 9 boxes of Cheese, 69 lbs. each, 4 bbls. Sugar, 312-19, 317-20, 316-18, 313-17.

24. Received cash from J. E. McCarthy & Co. for bill of Oct. 11, with interest from Oct. 26 added.

Sold L. W. Brownell, on acct., 30 days, 10 doz. Brooms, 15 Hams, 13 lbs. each, 3 bbls. Pork, 125 lbs. Bacon.

Sold Geo. E. Marshall, on acct., 20 days, 25 bbls. "Pearl" Flour, 25 bbls. "Mikado," 35 bbls "Calla," 15 bbls. "Bakers'." We prepay the freight, $26.18.

25. Discounted per cheque our 30-day note of Nov. 1 in favor of Chas. A. Parker.

Received from John B. Richards a cheque for one-half of his account and a note at 30 days, bearing interest at 6%, for the balance.

Received cash from Jas. Martin in full of acct.

Part of goods purchased from Courtice Bros. Co. on Nov. 22 were not what we ordered. We return them to the value of $35.50.

26. R. H. Bradley & Son pay for bill of Oct. 27, with interest from Nov. 7.

L. W. Brownell fails and we lose 70% of his account. We receive the balance in cash. (Bad debts.) We at once stop goods sold him on the 24th and order the railroad to return them to us. They do so and we pay freight charges, $3.16.

Sold Henry Smith, note at 30 days, 30 tons Hay, 300 bush. Oats, 3 bbls. Pork, 212 lbs. Ham, 15 bbls. "Pearl" Flour.

27. Endorsed to W. A. Griffiths & Co., in payment of our note of Oct. 25 in their favor, Chas. B. Knox's note of Oct. 20, less discount to maturity, and their own note of Nov. 19 in our favor at its face value. Cash to balance.

Paid driver's wages, $7.50; clerk's salary, $12. Each partner withdrew on account of salary, $25.

Cash sales. retail department, $782.90; "Hedley-Shaw" Flour, $391.20.

29. Paid per cheque our notes of Oct. 6 in favor of Thos. Nihan, less discount.

Deposited cash sales of the 27th, less $75.

Sold Samuel L. Davis for cheque, less 3% (cheque deposited), 600 bush. Wheat, 20 tons Hay. 300 bush. Oats.

Issued a cheque to Hedley-Shaw Milling Co., on acct., $625.

30. Charge Hedley-Shaw Milling Co. with commission for the month; also drayage, $39.43.

Credit the partners for their salary and close their private accounts into the partner accounts.

Paid janitor's wages, $25; paid light bill to date, $10.25; water rates, $3.55.

Inventories.

Mdse	$5,831 92
Furniture and Fixtures, allow 10% depreciation	
Horse and Waggon	375 00
Expense (Fuel)	52 00
Property St. Paul St., increased 3% in value	
N. C. E. Railroad	2,750 00
Sovereign Bank Stock, $125 per share	
Personal Accounts Receivable, 5% for reserve for bad debts	
Bills Receivable, 5% for reserve for bad debts	

COMMERCIAL DIPLOMA EXAMINATION.

REVIEW QUESTIONS.—BOOK-KEEPING.

(1) I owe to-day a note for $475, and interest due, $9.50. Not being able to pay in full I settle the note by paying cash, $250, and renew at 60 days for the balance due on a discount of 8%. Give Journal Entry for both parties.

(2) On Oct. 4 I gave Wm. Jones my note at 3 mos. for $450, with interest at 7% per annum. On Dec. 7 I prepaid the note, being allowed a discount of 6%. Give Journal Entry for both parties.

(3) June 4. H. Kennedy gave his note at three mos. to J. Beatty for $850, with interest at 7%, in payment of a bill of Mdse., on which he is entitled to a discount of 4%.

June 29. Beatty transferred the note, less discount at 5%, to Chas. E. Meyer & Co. on acct.

July 29. Chas. E. Meyer & Co. transferred the note, less discount at 6%, to J. Marshall in payment of a note of theirs due the same day for $1,200. They pay the balance in cash.

Sept. 7. H. Kennedy paid the note, with interest, per cheque. Give the Journal Entries for all parties.

(4) Chas. Martin holds a note against you for $960, to run 3 mos., and bearing interest at 6%. When the note falls due you send him a cheque for $500 (Exchange, $\frac{1}{8}$%), a note that you hold against H. Burke, due in 10 days, for $200, on which you allow 5% off, and ask him to draw on you at 30 days for the balance, plus interest at 8%. Give your own and Martin's Journal Entries (a) using the personal accounts, and (b) without using the personal accounts.

(5) Journalize the following:

(*a*) Left notes, face value $1,200, at the Bank for collection.

(*b*) The Bank reports that $800 of the above notes have been paid and $200 dishonored.

(*c*) Discounted my own note for $1,500 at the Bank and gave as collateral security bills receivable notes amounting to $2,000.

(*d*) The Bank reports $1,200 of the notes mentioned in (*c*) as paid and $300 as dishonored.

(*e*) Our note of $500 at 60 days, with interest at 6%, in favor of J. Richards, falls due at the Bank to-morrow. We renew by giving a new note at 30 days for $250 and a cheque to cover the balance and interest on old and new notes.

(*f*) July 17. Gave cheque to Bank of Commerce to retire J. King's note of $100, due to-day, and which we discounted there on June 28. In settlement King gave us a cheque for $50 and an interest-bearing note at 30 days (6%) for $50. Give Journal Entries for both parties.

NOTE.—In the three following questions the columnar form of Balance Sheet may be used instead of the English form.

(6) From the following data make out the Trading Account, Profit and Loss Statement and Balance Sheet:

Wm. Ashdown (partner), Cr., $20,000; Chas. Parker (partner), Cr., $30,000; Cash on Hand, $2,200; Notes on Hand, $8,000; Notes Payable Outstanding, $6,000; Accounts Receivable, $12,000; Accounts Payable, $10,000; Goods on Hand Dec. 31 last year, $9,000; Purchases, $89,050; Sales, $80,050; Wages, $4,000; Wm. Ashdown's Private Account, Dr., $2,000; Chas. Parker's Private Account, Dr., $3,000; Expense, $2,000; Rent, $1,200; Interest, Dr., $600; Machinery Cost, $13,000; Goods on Hand Dec. 31 this year, $30,000; Interest due on Bills Payable, $400. Allow for a possible loss of 10% on Accounts Receivable and 6% on Machinery. Allow partners 6% interest on capital invested. Allow Ashdown $1,500 and Parker $1,800 on account of unpaid salary. Losses and Gains divided equally.

(7) From the following data make out the Trading Account, Profit and Loss Statement and Balance Sheet:

Jno. Ross (partner), Cr., $17,244,92; Jas. Wallace (partner), Cr., $17,283.04; J. Cochrane (partner), Cr., $24,839.72; Chas. Campbell (partner), Cr., $11,987; Mdse., Dr., $20,718.63; Cr., $18,169.10; Cash on Hand, $20,772.01; Bills Receivable, $2,458.60; Bills Payable, $788.70; Expense, Dr., $1,112.87; Cr., $250; Furniture and Fixtures, $253.50; House and Lot, $15,754.50; Sovereign Bank Stock, $5,062.50; Horse and Waggon, Dr., $1,162.50; Rent, Dr., $131.25; Interest and Discount, Dr., $90.50; Cr., $110.55; Discount to Customers, $27.47; Discounts on Purchases, $197.29; Commission, Cr., $1,531.85; Freight, Dr., $337.72; Stores, No. 95 King St., Dr., $23,130.31; Cr., $2,782.52; Shipment to J. Graham, Dr., $2,259.71; Cr., $1,082.62; Personal Accounts Receivable, $10,686.24; Personal Accounts Payable, $7,691.

Inventories.

Mdse	$ 7,048 42
Rent Unpaid	333 75
Furniture and Fixtures, allow 5% off	
House and Lot	16,000 00
Bank Stock	5,000 00
Horse and Waggon	1,150 00
Stores, King St	21,812 30
Shipment to J. Graham, part unsold	1,389 33

Allow 5% off Personal Accounts Receivable for reserve for bad debts. The Loss and Gain to be divided as follows: Ross and Wallace $\frac{3}{5}$ equally between them; Cochrane and Campbell the remaining $\frac{2}{5}$ equally. Allow each partner a salary of $500 for the year. (This is unpaid.)

(8) From the following data make out (1) Trading Account, (2) Profit and Loss Statement, and (3) Balance Sheet showing the state of the partners' accounts:

Wm. Ashdown's investment, $36,820.97; Withdrawals, $2,570.90; Chas. Parker's Investment, $10,410.96; Withdrawals, $1,620.50; F. Robinson's Investment, $15,420.59; Withdrawals, $1,171.04; Cash on Hand, $1,005.28; in Bank, $1,406.31; Wages, $3,346.85; Office Furniture, $4,683.65; Bad Debts Reserve, Cr., $210.09; Merchandise Purchases, $92,291.29; Sales, $71,503.41; Discount on Purchases, $1,850.73; Personal Accounts Receivable, $12,701.41; Bills Receivable, $6,309.40; Personal Accounts Payable, $7,296.15; Bills Payable, $2,505.65; Freight Inwards, $2,415.29; Salaries, $3,910.75; General Expenses, $12,585.88.

Inventories.

15% off Office Furniture for Depreciation; 5% off Accounts Receivable and Bills Receivable; 15% Net Gain Reserved for Bad Debts.
Mdse. on Hand, $38,740.15.
Net Gain divided as follows: $\frac{7}{12}$, $\frac{1}{3}$, $\frac{1}{4}$, respectively.

(9) Rule a special form of Cash Book with special columns for Bank, Dr. and Cr.; Cash Discounts, Dr. and Cr.; Interest and Discount, Dr. and Cr.; Cash Sales and Sundries; then enter the following transactions, close the C. B. and bring the balances below the ruling.

Jan. 1. Jas. Parker began business with cash in safe, $350, and on deposit in Collegiate Institute Bank, $4,128.92.

2. Received from Jno. King cash, in payment of his account of $425, less discount 5%.
Paid rent, $50, per cheque. Paid note due to-day per cheque, $210.15. Withdrew for private use per cheque, $25.
Cash sales, $110.90.

3. Paid per cheque our account of $500 in favor of H. Kennedy, less 4%. Paid note due Feb. 5; face, $352 10, less discount at 6%.
Received from Jas. Martin cash, in payment of his account of $400, less 4%. Deposited $125.
Cash sales, $92.75.

4. Received from J. Marshall his cheque for note due to-day, with interest; face of note, $290.80; interest due, $5.34. Proceeds deposited.
Issued cheques in payment of accounts as follows:
Chas. E. Meyer & Co., $300, less 3%. H. Packard & Co., $515.10, less 4%. Paid salaries, $15.
Cash sales, $69.25.

5. Deposited cash sales of the 3rd and 4th. Discounted per cheque our note for $500 of Dec. 12, at 60 days, in favor of Jas. Ross. The note bears interest at 7%. Rate of discount, 6%. Paid insurance, $15.50.
Cash sales, $92.19.

6. Bought Mdse. of H. Packard & Co. for $1,212.15; we issue cheque for the same, less 5%. Paid driver's wages, $7.50.
Cash sales, $52.10.

(10) Enter the following transactions in Cash Book, keeping special columns for Bank Account.

July 9. Cash on hand, $57.25; in Bank, $386.40.
Paid Wm. Jones per cheque, $36.
Received from Jas. Brown, on acct., cheque for $50.
Received from R. King cash, $37.25, for goods sold him on the 3rd, less 5% discount.
Paid coal bill, $15; postage, $3, and advertising, $5, in cash.
Deposited Brown's cheque and cash, $75.
Cash sales, $93.75.

Balance your Cash Book and bring the balance below the ruling.

(11) (*a*) Explain the different ways in which the Bank Account may be kept.

(*b*) Rule a Cash Book and make (say) 12 entries on each side, showing Bank Columns on each side, and supposing that all receipts are at once deposited and all payments are made by cheque. Close out the Cash Book. Indicate other special columns.

(12) H. Packard & Co. bought an invoice of goods in England amounting to £372 10s. 6d. The goods are subject to a duty of 35%, which they pay in cash (less $33\frac{1}{3}$% on account of preferential tariff). They sell the goods to Jas. King, London (Ont.), at an advance of 35% over the total cost. In 10 days King remits a cheque for the goods, less 5%. This was deposited, less $\frac{1}{8}$% exchange. H. Packard & Co. remit a bank draft, purchased per cheque, for the goods, less a discount of 3%. They pay bank charges, $\frac{1}{4}$%. Give all of H. Packard & Co.'s entries as they occur.

(13) Explain clearly the difference between Single and Double Entry. How would you change your books from Single to Double Entry and *vice versa?*

(14) My books have been kept by Single Entry and at the close of the year stand as follows:—Cash on Hand, $1,890; Bills Receivable, $3,200; Accounts Receivable, $895; Mdse. bought during the year, $7,650; Mdse. on hand at the close of the year, $12,000; Machinery cost, $5,990 and is worth 5% less; Notes due others, $1,565; Accounts Payable, $635; Interest due on Bills Receivable, $175; My net investment was $20,000, and withdrawals $2,600; allow 10% off Personal Accounts Receivable; Show my Present Net Capital. Give Journal Entry to change to Double Entry

(15) Pratt & Miller have been keeping their books by Double Entry and wish to change them to Single Entry. Make the necessary entry to do so from the following data. Cash in Bank, $4,602.15; Goods on Hand, $3,000; Book Debts Receivable, $1,019.30; Book Debts Payable, $1,408.46; Bills Payable, $6,407.13; and each partner has $1,200 to the Credit of his account. Explain fully how you would make the change.

(16) Enter the following by Single Entry:

Aug. 3. J. Clark and W. English each invest $3,000 in business. Gains and losses are to be divided equally. They deposited the amount invested, less $200.

4. Bought of B. Fowler & Co., 200 bbls. Pork at $16.50 per bbl. Paid on account cheque, $1,000, a note at 15 days for $1,000 and the balance on account.

6. Bought for Jas. Black & Son 225 bbls. Pork at $16.40 per bbl. Gave in payment a cheque for $950 and the balance on account.

8. Sold Jas. Martin 115 bbls. Pork at $20 per bbl. Received cash, $900, a note at 10 days for $1,000. The balance on account.

9. Sold Chas. Gray 80 bbls. Pork at $20.40 per bbl. Received in part payment cash, $800, a note at 20 days for $300 and the balance on account.

10. Discounted all notes on hand at the Bank. Discount, $9.15. Proceeds deposited.

12. Sold W. Robertson 25 bbls. Pork at $22 per bbl. Received $300 cash on account of same.

14. Sold C. Donnelly 110 bbls. Pork at $21 per bbl. Received in payment a note at 30 days.

15. Make a statement of Assets and Liabilities, valuing the Pork on hand at $16 per bbl. Close the Partners' Accounts.

16. Change the books from Single to Double Entry in such a way that the same Ledger may be used. Then make the following entries by Double Entry:

17. Sold the Pork on hand at $20 per bbl., cash. Received cash for all accounts owing. Paid per cheque all accounts owing others. Discounted all notes on hand, less $3.50 discount. Paid per cheque all notes outstanding. Discount, $1.90. Deposit all cash on hand. Issue cheques to each partner for their share of the business.

(17) A and B entered into partnership on Jan. 1, 1890. A invested $20,000 and B $30,000. The gains and losses were to be divided equally. Each partner was to receive 6% interest on his investment and pay the same rate on all withdrawals. A drew as follows: March 3, $500; Aug. 9, $400; Sept. 6, $450; Dec. 10, $300. B drew as follows: March 9, $240; Aug. 15, $300; Nov. 20, $500. What was each partner's share of the net loss or gain and each one's net capital at the close of the year if the books stand as follows: Cash, $7,200; Bills Receivable,

$14,800; Personal Accounts Receivable, $20,500; Bills Payable, $4,000; Accounts Payable, $20,000; Mdse. on Hand, $63,000.

(18) A and B are partners with respective investment on Jan. 1, 1901, of $1,250 and $2,500 under agreement to share losses and gains according to their average net investment. On May 10 A invested $500 and on Aug. 26 B withdrew $750. At the end of the year the net gain is $500. Find the present net worth of each.

(19) X, Y and Z are partners with respective investments of $3,000, $2,000 and $1,000. They share losses and gains equally. At this time they admit A as a partner on his investing $2,000, for which he is to get a ⅓ interest in the net assets of the business, and is to share equally in the losses and gains. Make the necessary Journal Entry and show how each partner's investment now stands.

(20) A, B and C are partners under agreement to share equally in losses and gains and to allow 6% interest on investments and pay 6% on withdrawals. On Jan. 1 A invested $1,500 and on Aug. 1 withdrew $200. On Jan. 1 B invested $800 and on Oct. 1 $900. He withdrew $100 on Aug. 1. On Jan. 1 C invested $1,200 and on June 1 $600. He withdrew $600 on Sept. 1 The net gain for the year is $1,200, after finding which the interest is adjusted. What is the present worth of each partner at the end of the year?

(21) F starts G in a Branch Store with goods, $2,100; Cash, $50; Notes Receivable, $130; Personal Accounts Receivable, $340; Notes Payable, $620; Rent of Store is to be $60 per year; Clerk's Salary, $300 per year. At the end of the year F examines the business and finds as follows: Goods on hand, $1,800; Purchases, $4,500; Sales, $6,300; Expenses paid, $72; Rent paid, $50; Salary paid, $250; Notes in safe, $300; Notes Payable Outstanding, $750; Personal Accounts Receivable, $840; Personal Accounts Payable, $120; Interest Received, $36; for running a Post Office, $180; for other services, $24; Cash paid to F, $300. Find (1) the Cash on Hand, (2) the Loss or Gain, allowing 10% off Bills Receivable and Accounts Receivable for bad debts, and (3) the Present Net Worth.

(22) A starts B in a branch store with goods, $1,050; Cash, $50, and others notes on hand, $65. The Rent is to be $50 per year and B's salary $25 per month. At the end of the year the books show the following:—Goods on hand, $900; Purchases, $2,250; Sales, $3,150; Expenses paid, $40; Rent paid in full; Bills Receivable, on hand, $150; Bills Payable, out, $375; Personal Accounts Receivable, $420; Accounts Payable, $80. A has received $150 from the business. There is no record of B's salary having been paid. Supposing it is paid in full how does the business stand? Give complete statements.

(23) A father places his son in charge of a business with the following Resources: Mdse. on Hand, $1,750; Cash on Hand, $50, and Accounts Receivable, $300. The rent of the store is $7 per month and the son is

allowed a salary of $60 per month. At the end of 15 months the books stand as follows: Mdse. bought, $6,200; Sales, $7,300; Rent paid for 12 mos.; Salary paid in full; Expenses paid, $200; Accounts Receivable, $475; Bills Receivable, $215; Accounts Payable, $450; Cash paid to the father, $300. Find the cash on hand, the profit or loss and the present state of the business. (Mdse. on Hand, $2,500.)

(24) Explain fully the method of dealing with Inventories when making up the statements and closing the Ledger. Why are they brought below the ruling when closing the Ledger, and why are losses and gains not treated in a similar manner?

(25) Explain fully what items of interest or discount will appear on each side of the Interest and Discount Account. How would you deal with Interest amounts due, either by you or to you, when closing the Ledger? Why is it necessary to consider these amounts at all?

(26) (*a*) A is admitted as an equal partner with you by paying into the business $2,000 cash. Your present capital is $1,800. Give the Journal Entry to adjust.

(*b*) A and B are equal partners. B was erroneously charged with $50 that he had spent on the business of the firm. Give the Journal Entry to adjust, using the partner accounts only.

(27) Give cross-entries to correct the following mistakes:—

(*a*) You paid a note of $350 and interest due $18. By mistake you debited Bills Receivable for the whole amount

(*b*) By agreement you prepay for Jno. Jones freight on all goods purchased from you. By mistake one item for $25 was passed through the freight account instead of Jones' account.

(28) Explain how the following mistakes would affect (1) the Profit or Loss and (2) the Balance Sheet:

(*a*) The mistakes referred to in Question 27.

(*b*) A cash sale of $100 was posted to a personal account instead of to the mdse. account.

(*c*) A sum of $30 paid for freight was posted to the debit side of a personal account.

(29) How would you provide for the following in making up your yearly statements:

(*a*) Depreciation of machinery, plant, fixtures, etc.

(*b*) Wages unpaid.

(*c*) Interest accrued.

(*d*) Reserve for bad or doubtful debts.

(*e*) All other inventories.

(30) Jas. King of Toronto owes you $500, due in 60 days from the present date. You owe H. P. Eckardt & Co. of Toronto $350, due in 30 days from date. How can you settle your debt to H. P. Eckardt & Co. by drawing on King? Explain fully and give all the necessary Journal Entries in your own books to adjust the matter.

COMMERCIAL TRANSACTIONS AND BUSINESS FORMS.

(1) [illegible] Bill of Exchange, Promissory Note, Cheque, Inland Draft, Foreign Draft. Give an example of each.

(2) What is meant by the "Statute of Limitations"? How may it be revived? Explain how it affects:

[illegible] I.

[illegible] gage—Registered and Unregistered.

[illegible] Debt.

(d) Promissory Note.

(e) Bank Note.

(3) What [illegible] Partnership? Explain fully (with their liabilities) the different [illegible] of partners. How may a partnership be dissolved?

(4) If a partner [illegible] to withdraw from a firm explain what steps he should [illegible] ing so in order to protect himself from all future liabilities.

(5) Explain [illegible] given in the Bills of Exchange Act.

(a) For protesting a note for non-payment.

(b) For obtaining payment of a note lost before maturity.

(6) What do you understand by a negotiable instrument? What are their uses and advantages? Give an example of at least 6 different kinds.

(7) Define each of the following and give an example of each:

(a) Warehouse Receipt.

(b) Delivery Order.

(c) Lien Note.

(d) Bank Draft.

(e) Requisition for Bank Draft.

(8) What is meant by a "Crossed Cheque"? Name the different ways in which they may be crossed and the effect of each. How may a cheque be "uncrossed"?

(9) Explain a few of the ways in which a debt may be settled between two or more persons. When might each be used and why?

(10) What is a "material alteration" to a Bill of Exchange? What effect has it upon the bill? What exceptions are there to this?

(11) Explain fully the terms "Holder in due Course" and "Holder for Value."

(12) What is an "Accommodation Note"? An "Accommodation Draft"? Give an example of each, marking the accommodated party.

(13) What do you understand by the word "Endorsement"? Name, with the effect of each, all the different kinds of endorsements. (Give at least 12.)

(14) Explain the following expressions:

(a) Payment in due course.

(b) Discharge of a bill or note.

(c) Dishonor of a note or draft.

(d) Valuable consideration of a bill.

(15) (*a*) What is meant by the word "Acceptance"? Which party to a bill accepts it?

(*b*) Name the different kinds of acceptance, with the effect of each.

(16) On Jan. 16 Chas. E. Meyer & Co. purchase an invoice of Mdse. from Courtice Bros. Co of Buffalo. Write the Invoice (giving 6 items). During the month they purchase 3 other bills from the same firm, and on Jan. 25 return goods to the value of $21 50. Write the Credit Note. On Jan. 31 Courtice Bros. Co. render a statement of account. Write it with the notice that they will draw at 30 days sight for the full amount, less 3 . Write the draft and have it properly accepted. When the draft falls due it is settled by giving a cheque for ½ the amount, a sight draft on H. Kennedy for ¼ the amount, and a new note at 30 days for the balance. Write the Cheque, Draft and Note. When the note falls due it is paid by bank draft purchased with cash Write the Bank Draft and Requisition for the same.

(17) Give the two ways in which a "Joint and Several Note" may be written. Give an example of a "Joint" note and distinguish it from the "Joint and Several Note."

(18) Jno. Smith sells Wm. Jones an invoice of goods of $325. Terms. 5% 10 days; net 30 days.

(*a*) Write the Invoice, giving at least 5 articles.

(*b*) Wm. Jones takes advantage of the discount and accepts a draft at 6 days for the amount of the invoice, less 5 . Write the Draft. Smith at once discounts the draft at 7% and deposits the net proceeds. Write the Deposit Slip. Give in each case the correct amounts.

(19) Toronto, July 1. Chas. Trotter received from S. Richards, of Galt, to be sold on commission, 500 bbls. Flour, invoiced at $3.85 per bbl. He paid drayage charges $21.15.

July 2. He sold for cash 150 bbls. at $4.25 per bbl.

4. Sold for note at 30 days 100 bbls. at $4.35 per bbl.

5. Sold the balance, on acct., to Jas. Martin at $4.40 per bbl.

6 Rendered an Account Sales, Commission, 5 ; Storage, 2cts. per bbl.; Insurance, $2.20; Proceeds remitted by Bank Draft on the Bank of Toronto. Write the Bank Draft. Make out the Account Sales. Write the Invoice of Shipment, supposing S. Richards prepaid the freight, $35.50.

(20) Prepare a Time and Wages Register for the American Cereal Co for the two weeks ending Aug. 29, 1902. Give at least 12 names.

(21) What are Days of Grace? How did they originate? Upon what commercial papers are days of grace allowed?

(22) (*a*) Define a cheque.

(*b*) Explain its use and importance in the commercial world.

(*c*) Explain fully what a "Crossed Cheque" is. Give an example.

(*d*) Why does the Bank return a cheque to the maker after it is paid?

(*e*) What precautions should be observed in drawing a cheque and why?

(*f*) What is meant by the expression "raising a cheque"? Explain the liability of a bank in case they pay a "Raised Cheque."

(23) Explain the following expressions:—

(*a*) Buying on a margin.

(*b*) Balance of trade.

(*c*) Limited Liability Company.

(*d*) Presentment for payment.

(*e*) Innocent holder for value.

(*f*) Discharge of Endorsers.

(24) If a note is endorsed in "blank" may you change the endorsement to "endorsement in full"? Why?

(25) If you are the payee of a cheque and your name is wrongly spelled, may you correct it? What will the bank probably require you to do?

(26) Are the words "value received" necessary in a Bill of Exchange? Explain your answer.

(27) On Oct. 30 Jas. Robertson gave R. King his note at 3 months, negotiable by endorsement. Write the note, give the due date, and show the various ways in which the note might be endorsed. Name each way and explain the liability of the endorser.

(28) Write the following business forms:—

(*a*) An Order.

(*b*) Due Bill.

(*c*) I. O. U.

(*d*) Receipt on Account.

(*e*) Receipt for Rent.

(*f*) Chattel Note.

(*g*) Note by one who cannot write.

(*h*) Deposit Receipt.

(*i*) Invoice of Shipment.

(*j*) Account Sales.

(*k*) Deposit Slip.

(*l*) "Marked Cheque."

(*m*) Statement of Account.

(*n*) Bill of Lading.

(29) Write a 30-day accommodation note by Jas. Gray in your favor, which when discounted will produce $84.75, and which will bear interest at 8% until paid.

(30) Jas. Gardiner of St. Catharines purchases from Jno. Marshall of Liverpool, England: 1,000 Pen Nibs at 1s. 4d. per 100; 20 Reams Letter Paper, 9d. per quire; 50 Books, Assorted, 1s. 6d. each.

(*a*) Write the Invoice

(*b*) Draw a Bill of Exchange (Set of 3), at 30 days on H. Kennedy of Liverpool, for the amount of the invoice.

(*c*) In what other ways might the debt have been settled?

REVIEW SET.

Enter the following transactions, using the Journal, Cash, Sales, Invoice and Bill Books as books of original entry. Keep the Bank Account in the Cash Book Post your work, take a Trial Balance, make out the usual Statements and close the Ledger.

NOTE.—The teacher will have the pupils use the price lists of Set IV, page 22. In this way the set may be used 4 times for examination purposes.

May 1. Geo. Rogers began business investing as follows:

Resources—Cash on hand, $1,500; on deposit in Collegiate Institute Bank, $5,000; Mdse. on hand, $1,250; note of Wm. Pringle, dated April 7, at 30 days, with interest at 6%, for $500; Wm. James' note of April 20, at 60 days, for $150; Chas. E. Meyer & Co. owes him $350.

Liabilities—A note in favor of J. Henderson for $350, dated Jan. 10, and bearing interest at 6%; a note in favor of A. Stevenson, dated April 17, at 30 days, for $600; a note in favor of Jas. Collins, dated April 23, for $550, with interest at 6%; he owes Jas. Martin $375.

4. Bought of McAllister & Co., Galt, on acct., an Invoice of Mdse., $950.50. Deposited $1.200.
5. Paid rent per cheque, $50.
7. Sold the following bills of Mdse.:
   L. W. Brownell & Co., Niagara Falls, on acct., 30 days, 600 bush. Wheat, 100 bbls. Flour.
   G. Bassett, Bridgeport, on acct., 12 boxes Cheese, 70 lbs. each, 10 bbls. Pork.
9. Gave Jas. Martin a note at 30 days, with interest at 7%, in full of acct.
10. Received cash from Wm. Pringle for note, with interest, due to-day. Proceeds deposited.
12. Bought of H. P. Eckardt & Co., Toronto, for note at 60 days, Mdse. as per Invoice, $1,575.90.
13. Paid McAllister & Co., on acct., $500, per cheque. (Exchange, $\frac{1}{8}$%.)
14. Paid per cheque note of Jan. 10, with interest, in favor of J. Henderson.
16. Drew on L. W. Brownell & Co. at 30 days for $\frac{1}{2}$ of bill of the 7th. The draft is accepted.
17. Discounted per cheque note given on the 9th in favor of Jas. Martin. (Discount, 6%.)
19. Sold Bradley & Co., on acct., 10 days, 30 doz. Brooms, 250 lbs. Ham, 100 lbs. Butter.
20. Paid per cheque note of April 17 in favor of A. Stevenson.
    Cash sales, $350.25.

21. Received cash from Chas. E. Meyer & Co. in full of acct.
Bought of H. Packard & Co. Mdse. as per Invoice, $682.50. Gave a cheque for ½ the amount (Exchange, ⅛%), the balance on account.

23. Received a note at 10 days from L. W. Brownell & Co. in full of acct.
Paid for stamps and stationery, $3.50.

24. Sold Wm. Thompson, on acct., 30 days, 25 tons Hay, 300 bush. Oats, 5 bbls. Pork.

25. Sold for cash 500 bush. Wheat, 100 bush. Oats.

26. Paid per cheque note of April 23 in favor of Jas. Collins, with interest.

27. Paid McAllister & Co. per cheque for balance of bill of the 4th. Deposited $250.

28. Withdrew for private use per cheque, $50.
Bought of Corliss, Coon & Co. Mdse. as per Invoice, $815.80. Gave in payment a note for ½ of the amount, the balance on account.

30. Paid clerk's salary per cheque, $30; freight bills for the month, $22.50.

Inventory.

Mdse.—Calculate the amount of the Inventory, allowing for a profit on the Mdse. sold of 30%.

ADDITIONAL QUESTIONS ON THE ABOVE.

(1) Keep the Bank Account in the Ledger instead of the Cash Book.

(2) Using the Day Book and Ledger enter the above transactions by Single Entry. Keep the Bill Books as auxiliary books.

(3) Make out *all* the business forms in the above, such as invoices, bills, notes, cheques, drafts, etc.

(4) On May 14 change the books to Single Entry. Reckon Mdse. Inventory as above.

(5) Make out a Single Entry statement, using the data available on May 31. Make the Journal Entry to change the books to Single Entry on June 1.

Sales Book.